



Land Transport Authority (LTA)

Job Descriptions

<u>Job Title</u>	<u>Job Grade</u>	<u>Job Number</u>
Manager – Savaii Division	Level 2	SD01

<u>Location of Job</u>	<u>Number of Employees in Division</u>
LTA Office – Vaitele	about 8

Overall Purpose of the Job

To lead LTA operations on the island of Savaii in accordance with the NRP and to ensure the implementation of procurement of procedures/initiatives agreed with technical specialists in other Divisions. To contribute the specific needs of Savaii road users and road network into management team discussions and decision making.

Reports to:

The General Manager for the effective and efficient strategic leadership and management of the Savaii Division to ensure the achievement and sustainability of the LTA's business goals and objectives.

Duties and Responsibilities

1. Lead and manage the road operations and road use information and needs of Savaii to ensure these are incorporated into the National Road Programme (10 Year, 3-5 Year and Annual Plans) and the Corporate Plan.
2. Facilitate the timely resolution of any environmental issues or disputes that may arise during the progress and performance of Savaii road maintenance and construction work.
3. Review and report on the performance of all awarded construction and maintenance contracts (including supervision contracts).
4. Manage and closely monitor contractors to ensure they are held accountable to their obligations including the enforcement of penalties and remedial strategies and solutions.
5. Lead and manage the implementation of Road Use Management Division systems and procedures for vehicle inspection and registration, driver licensing and road safety.
6. Manage and facilitate effective co-ordination, teamwork and liaison between Savaii employees and RUM and RO Divisional employees.

7. Monitor the Division's financial performance against contract budgets and road user fees, in accordance with prevailing procedures and reporting systems.
8. Co-ordinate and facilitate the development of performance targets and indicators, in consultation with other LTA Managers, to enable effective monitoring against plans and coach Divisional employees so that they understand their contribution to the objectives of the LTA.
9. Formulate, implement and evaluate in collaboration with other Managers management strategies and practices that improve teamwork and create a motivational work environment that enhance employees' productivity and commitment.
10. Develop and implement a capability building strategy for Divisional employees so that contribute to agreed LTA priorities and respond positively to internal customers.
11. Work collaboratively with the IT Manager and other Divisions in Upolu to ensure the accuracy of information and data for better planning.
12. Represent the GM on Government committees and any other duty as directed.

Special Requirements of Job

Eg tools and equipments used, external contracts, furniture, vehicles etc.

Wage/Salary

\$80,000 per annum.

Bonus

Prepared by

General Manager

Date

19 November 2008

Competencies

Leadership

Strategy

People Management

Goals and Achievements

Planning and Implementation

Holding Others Accountable

Policy and Regulatory Metrics

Relationship with external constituencies

Financial Accountability

Flexible/common sense

Integrity

Selection Criteria

1. A degree with majors in transport engineering/management or equivalent from a recognized tertiary Institution. (Essential)
2. At least 3 years of experience at a senior management level. (Essential)
3. Proven relevant experience in transport management, road licensing and regulatory systems, enforcement, policies and procedures. (Essential)
4. Demonstrated ability to perform critical analysis and initiate related policy interventions where necessary and provide strategic advice to the General Manager on road use, road operations and procurement/programming matters. (Essential)
5. Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees, Managers and with external stakeholders in issues pertaining to road use (Essential).
6. Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable quality and ethical standards. (Essential)
7. Should be computer literate and has proven experience in Microsoft office software and other appropriate transport database. (Essential)
8. Has sound knowledge of the following legislations;
 - LTA Act 2007
 - LTA Regulations
 - Public Finance Management Act 2001
 - Public Bodies Performance and Accountability Act 2001
 - Ministry of Works Act 2002
 - Labour and Employment Act 1972
 - Police Act