

TRANSPORT CERTIFICATION AUSTRALIA POSITION DESCRIPTION

Position Title:	Technical Project Officer
Incumbent:	Position Vacant
Reports to:	Team Leader Programs
Direct Reports:	None
Date:	March 2020

The Environment

1. Background & Business Environment

Transport Certification Australia Ltd (TCA) is a company limited by guarantee responsible for providing assurance in the use of telematics and related intelligent technologies, to support the current and emerging needs of Australian Governments and industry.

TCA's mission is to provide assurance to governments, industry sectors and end-users in the use of telematics and related intelligent technologies to enable improved surface transport outcomes in productivity, safety and efficiency to be realised.

TCA provides three broad categories of service, providing opportunities to realise positive outcomes through the deployment of telematics and related intelligent technologies:

- Advice founded on a demonstrated capability to design and deploy operational systems and services as enablers for reform
- Accreditation in the type-approval and certification of systems and services that give confidence to all stakeholders
- Administration of programs for, and on behalf of participants and other relevant stakeholders.

TCA is owned by Austroads Ltd, the association of Road and Transport Agencies for Australia and New Zealand. Austroads' purpose is to support its member organisations to deliver an improved Australasian road transport network. One that meets the future needs of the community, industry and economy. A road network that is safer for all users and provides vital and reliable connections to place and people. A network that uses resources wisely and is mindful of its impact on the environment.

TCA has built an excellent reputation in supporting governments and industry in the use of telematics and related intelligent technologies. Austroads is looking to build on this reputation and the excellent work that has been undertaken by TCA through a refresh and revitalisation of the organisation.

2. Our People

TCA promotes a culture of professionalism, innovation and integrity, with a commitment to accountability, quality and excellence in the delivery of all TCA programs and services.

We recognise the unique skills and abilities of each individual, who come from a wide range of disciplines and backgrounds, to become a vital element of the TCA team.

We support our people through ongoing development and learning opportunities and create a supportive team environment for all our staff. We strive to be an employer of choice.

TCA welcomes the opportunity to work with enthusiastic and committed people interested in what is an emerging area of strategic interest for Australian governments and other stakeholders.

TCA has a budget of \$6M+ and a staffing level of approximately 25+ FTE.

The TCA office is based in Melbourne.

The Role

3. Purpose of the Role

Reporting to the Operations Program Manager, the Technical Project Officer will have responsibility for providing technical support and assistance to the Operations Division in the Administration of programs overseen by TCA. This includes administration of the Intelligent Access Program (IAP), type approval of Telematics In-Vehicle Units, re-certification and audit activities. In addition, the Technical Project Officer may also be called upon to provide technical support to projects currently being implemented by TCA.

4. Major Responsibilities/ Accountabilities

The Technical Project Officer will be required to support specific projects and perform general tasks which may include:

- Under limited direction, update the Intelligent Access Map periodically throughout the year and release the map to TCA stakeholders
- Perform analysis and audit activities as part of TCA's assurance function
- Apply professional and technical expertise to resolve technical issues, and to prepare and edit reports, submission and other papers and correspondence
- Develop and maintain documentation of processes and procedures to support the introduction of new initiatives
- Investigate technical and operational issues and develop detailed reports to present the findings of the investigations
- Maintain and adhere to Quality Systems processes and procedures relevant to the role of Technical Project Officer
- Liaison & technical assistance for internal staff, and other stakeholders as required

5. Key Stakeholder Interfaces

Internal

- Program Manager Operations
- Technical Systems Innovation Manager
- Data Insights Manager
- Project Managers
- Strategic Development Division

External

- Technology providers
- Government agencies

The Person

6. Qualifications, Knowledge and Experience

- Educational qualifications in an engineering, science or IT related field
- Excellent written and oral communication skills
- Experience in GIS, particularly MapInfo, would be highly regarded
- Proven ability to produce project reporting, including accurate, effective and efficient project document control and record management
- Ability to multi-task and manage various project elements simultaneously
- Attention to detail
- Ability to problem-solve under pressure

7. Personal Qualities

- A readiness to make decisions, take initiative and originate action
- Ability to deal with ambiguity, successfully adapting to changing demands and conditions
- Demonstrated impartiality, by taking a balanced approach to dealing with conflicting perspectives
- Demonstrated ethical behaviour