

Position Description

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| Position title: | Technical Project Officer |
| Position owner | vacant |
| Reports to: | Service Delivery Manager |
| Direct reports: | None |
| Date: | November 2021 |

Organisational Context

Transport Certification Australia is a national organisation that provides assurance services relating to transport technologies and data to enable improved public purpose outcomes from road transport.

Priority outcome areas enabled by TCA services include improved road safety, transport efficiency, freight productivity, asset management and sustainability.

TCA provides four broad categories of service:

- Assurance
 - Certification of service providers, telematics applications and data
 - Type approval of devices and systems, including telematics and on-board mass systems
 - Auditing of service providers, applications, and data
- Administration
 - Administration of the National Telematics Framework, including its rules, specifications, agreements, and digital infrastructure
 - Support for applications, schemes, and other initiatives on behalf of key stakeholders
- Analysis and reporting
 - Standardised and ad-hoc data analysis, reporting and data provision to support compliance, policy, planning, investment, and operational decision making
 - Managing the Telematics Analytics Platform to support user access to data and reporting services
- Advice
 - Provision of authoritative information and advice on current and emerging transport technologies and data, and associated services

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. 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 is a subsidiary of Austroads Ltd. The TCA office is based in Melbourne.

The Role

Purpose of the Role

Reporting to the Service Delivery Manager, the Technical Project Officer will have responsibility and accountability for providing administrative and technical support to the Operations Division in the administration of the National Heavy Vehicle Regulator (NHVR) Back Office. In addition, the Technical Project Officer may provide support to other projects being implemented by TCA under the National Telematics Framework.

Major Responsibilities / Accountabilities

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

- Apply professional and technical expertise to resolve technical issues, and to prepare and edit reports 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
- Liaison & technical assistance for internal staff, Members and other stakeholders as required
- Maintain and adhere to TCA Quality Systems processes and procedures.
- Exercising diligence when making decisions, adhering to the requirements outlined in the Delegations of Authority

Key Stakeholder Interfaces

Internal

- Service Delivery Manager
- General Manager Operations
- Senior Engineer (Operations)
- Project Managers
- Strategy and Delivery colleagues

External

- Government agencies
- Regulatory bodies

The Person

Qualifications, Knowledge and Experience

- Experience in use of GIS and a demonstrated ability in the use of MapInfo/ ArcGIS or similar program, is highly desirable
- Educational qualifications in an engineering, science or IT related field will be highly regarded
- Excellent written and oral communication skills are essential
- Proven ability to produce project reports, including accurate, effective and efficient project documentation controls and records management

Personal Qualities

- Excellent attention to detail
- Able to multi-task and manage various project elements simultaneously
- Able to problem solve under pressure
- Demonstrates a readiness to make decisions, takes initiative and originates action
- Able to deal with ambiguity, successfully adapting to changing demands and conditions
- Able to exhibit impartiality by taking a balanced approach to dealing with conflicting perspectives
- Demonstrates ethical behaviour.