

# Austrroads

## Position Description



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<b>Job Title:</b>	<b>Human Resources Officer</b>
<b>Job type:</b>	Part- or full-time ongoing (0.8 FTE to 1.0 FTE negotiable)
<b>Location:</b>	Austrroads National Office, Level 9, 570 George Street, Sydney
<b>Responsible to:</b>	Human Resource Manager
<b>Relationship to other jobs:</b>	Liaises with all managers and staff across Austrroads and TCA, receives direction from Human Resource Manager.
<b>Date:</b>	February 2022

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### Position Purpose

Assist with implementation of the HR strategy and activities for Austrroads and TCA

### Key Accountabilities, Duties and Responsibilities

1. Assist with preparing HR documents including position descriptions and employment contracts and HR files
2. Assist with the development and implementation of HR strategy.
3. Assist with the management of HR processes including recruitment, performance appraisals, remuneration reviews
4. Ensure all HR activities are conducted professionally and that all employees are treated with dignity and respect, and with adherence to the Austrroads values
5. Assist with providing guidance and mentoring to managers regarding HR policies and procedures.
6. Assist with the preparation of HR reports
7. Assist with monitoring and reporting on training activities.
8. Provide other administrative assistance and support as required.

### Skills and Experience

#### *Required*

1. Degree in HR/ER, business or a related discipline
2. Highly developed written and verbal communication skills.
3. Demonstrated experience preparing high quality communications, with an eye for detail and accuracy.
4. Highly proficient in the use of Microsoft Office applications including Word, Excel, PowerPoint and Outlook.
5. Experienced in developing and maintaining efficient administration procedures.
6. Well organised with an ability to manage multiple projects, deadlines and competing priorities.
7. Exceptional interpersonal and problem-solving skills.
8. Ability to handle tasks with a high degree of confidentiality, reliability, discretion and flexibility.

### Attributes

Austrroads looks to bring on as team members those who work well with their team and work well in the broader organisation.

Beyond their technical capability we want people who have a can-do attitude, who embrace life-long learning, who bring a sense of service to their work, support each other and are thoughtful of their colleagues and stakeholders.

**Note:**

1. The successful applicant may occasionally be required to work outside normal working hours and travel interstate.
2. The successful applicant will be required to undergo relevant security and criminal records checks.

**Recommended Reading:**

1. Austrroads Strategic Plan 2020-2024
2. Austrroads Annual Report 2020-21

## Attachment A: Organisational Context

Austrroads is the Australasian association of road transport and traffic agencies.

Austrroads' purpose is to improve Australian and New Zealand transport outcomes by:

- Providing expert technical input to national road and transport policy development.
- Overseeing research to ensure best practice, innovation, safety, productivity and efficiency measures can be appropriately applied across road networks.
- Improving the practices and capability of road agencies.
- Promoting operational consistency by road agencies.

Austrroads members are collectively responsible for the management of over 900,000 kilometres of roads valued at more than \$200 billion representing the single largest community asset in Australia and New Zealand. Each year in excess of \$18 billion is spent on roads across Australia and New Zealand.

Austrroads' membership comprises the six Australian state and two territory road transport and traffic agencies, the Commonwealth Department of Infrastructure, Transport, Regional Development and Communications, the Australian Local Government Association and Waka Kotahi (the New Zealand Transport Agency).

It is a company limited by guarantee – Austrroads Ltd – and is owned by the members. It is governed by a Board consisting of the Chief Executive (or an alternative senior executive officer) of each of its eleven-member organisations.

The Board meets four times a year. The Chief Executive is also the company secretary and the public officer for Austrroads Ltd.

Austrroads does the following:

- Conducts and contracts research which helps road agencies address current and emerging issues.
- Publishes Guides to promote a nationally consistent approach to the design, maintenance and operation of road networks.
- Facilitates the sharing of knowledge by widely disseminating research outputs, conducting seminars, and promoting the use of Austrroads work.
- Conducts business activities (NEVDIS and TCA Ltd) on behalf of Australasian road agencies.
- Fosters international collaboration by engaging with and supporting international road organisations.

Austrroads also undertakes work on behalf of the Infrastructure and Transport Senior Officials Committee (ITSOC) and the Infrastructure and Transport Ministers Meeting (ITMM).