

# Austrroads

## Position Description



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<b>Job Title:</b>	<b>Director NEVDIS</b>
<b>Job type:</b>	<b>Full Time</b>
<b>Location:</b>	<b>Austrroads National Office- Level 9, 570 George St, Sydney.</b>
<b>Responsible to:</b>	<b>Austrroads Chief Data &amp; Technology Officer (CDTO)</b>
<b>Responsible for:</b>	<b>Operations Manager, Applications Development Manager, Senior Business Analysts, Business Analysts, Data Coordinators, System Support Analyst</b>
<b>Relationship to other jobs:</b>	<b>Provide leadership, advice, and strategic direction to the NEVDIS team.</b>
<b>Date:</b>	<b>January 2022</b>

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### Position Purpose

The role of Director NEVDIS is to develop and lead the NEVDIS team to enable them to achieve best practice in the delivery of the National Exchange of Vehicle and Driver Information System (NEVDIS).

NEVDIS is a national system that exchanges information between different government agencies about vehicles and driver licenses. The system enables road authorities to interact across state borders and directly supports the transport and automotive industries. In addition to information supplied by road agencies, NEVDIS collects Vehicle Identification Number (VIN) data for compliance from vehicle wholesalers and stolen information from police. It also provides information to public and private sector organisations to facilitate provenance checking on vehicles, matching of biographic details on licenses, motor insurance underwriting and vehicle safety recalls.

NEVDIS consists of two main components:

1. A Participation Agreement that outlines the conditions placed on members and Austrroads to manage NEVDIS information, and
2. an information system that is required to interface with the driver licence and registration systems of the six states and two territories, plus a range of other entities, such as the Australian Criminal Intelligence Commission (ACIC), the National Heavy Vehicle Regulator (NHVR), the Department of Home Affairs and the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC)

Reporting to the Austrroads CDTO, the Director NEVDIS will work closely with other members of the Austrroads Executive Group (AEG) and their teams to ensure successful delivery of the Austrroads strategic and business plans attributable to NEVDIS.

### Key Accountabilities, Duties and Responsibilities

The Director NEVDIS will provide strategic advice and direction to ensure the creation and utilisation of appropriate practices and governance to maintain the partnership agreement which places responsibilities and obligations on Austrroads and all other parties. Specifically, the Director NEVDIS will:

- Establish and maintain appropriate Service Management, Knowledge Management, and reporting practices for NEVDIS.
- Provide appropriate governance for managing NEVDIS including alignment with appropriate accepted industry standards on IT security, program management and project management and compliance with broader organisation frameworks.
- Build an understanding of the market for commercial products and foster revenue opportunities to enable NEVDIS to generate funding in line with Austrroads Board expectations.

- Oversee and establish the ability of NEVDIS to generate its own data products for Austroads members, as well as working across Austroads and TCA to identify opportunities to add value by harnessing existing and new data assets.
- Develop strong, collegial, and cooperative relationships with the AEG, the NEVDIS team, all Business Program Managers, and other senior staff across Austroads and TCA.
- Build the skills, confidence, and meticulousness of the NEVDIS team to attain and maintain a culture of professionalism with a business and customer focus.
- Ensure that relevant, timely and accurate advice is provided to the CDTO and AEG.
- Build and maintain relationships with all jurisdictions, clients, and stakeholders, including leading the liaison with the Department of Home Affairs and the Digital Transformation Agency on Document Verification Service (DVS) and related personal identity issues as well as liaison with the Australian Financial Security Authority (AFSA) on matters relating to the Personal Property Security Register (PPSR).
- Keep abreast of current and emerging best practice and jurisdictional policies and statutory requirements and applicability to NEVDIS and Austroads.

## **Skills and Experience**

### *Qualifications, Knowledge and Experience*

- Strong understanding of appropriate IT governance and systems, and information and data services
- Demonstrated understanding and achievement in the delivery of operations, services, and projects in a government environment across multiple agencies and jurisdictions.
- Demonstrated ability to motivate and encourage the development of a strong, effective, and efficient professional team operating ethically and with clear focus on delivering outcomes
- Strategic thinking with research and analytical skills and the ability to develop innovative solutions and data products.
- Well-developed planning, project, and financial management skills in a technology services environment.
- Excellent oral and written communication and interpersonal skills including strong negotiation and presentation skills.
- Demonstrated capacity to produce timely, critical, and predictive reports on business performance and emerging issues.

### *Personal Qualities*

The role requires attributes that align with Austroads' values including projecting a professional image, valuing, and respecting people diversity in the workplace, actively practicing teamwork with clear and concise communications, and being focused on providing quality services.

Specifically, the role requires:

- Commitment to service excellence and continuous improvement in relation to a technology and data-based services
- Commercial acumen, high emotional intelligence, diligence, and drive
- Being a self-starter.
- Hands on leadership style.
- Culture of delivery and closure on issues.
- Astute risk management
- Sound judgment and analytical / evaluative skills
- Well-developed relationship management, communication, consultation, and negotiation skills
- Comfort working in an environment which is constantly evolving.

## Capability Criteria

The following capability criteria relate to the Director NEVDIS role.

Capability Criteria	Key Indicators
Applies sound governance	a. Leads the team in driving, identifying, and implementing opportunities to strengthen governance
Focuses strategically	a. Develops teams' plans to align and enable broader organisation strategy b. Is future oriented in analysis, thought and action c. Commits the team to service which aligns with the organisations vision. d. Builds a cohesive and high performing team that is characterised by teamwork, open discussion, strong morale and a focus on results.
Builds Organisational capability and responsiveness	a. Investigates ways to improve effectiveness by implementing continuous improvement activities. b. Understands key issues of sensitivity and risk and uses judgement when deciding how to proceed. c. Creates a flexible environment that enables the team to meet changing demands d. Uses workforce planning to maintain the capability and capacity to deliver services effectively.
Cultivates productive working relationships	a. Builds and sustains productive relationships with internal and external stakeholders with a view to achieve agreement. b. Manages conflict and negotiates outcomes without compromising the relationship. c. Understands different and competing views and looks for shared agendas to bring people together. d. Communicates in a way that is appropriate for the situation, and that promotes trust, respect and integrity and actively and attentively listens to others.
Exemplifies personal drive and integrity	a. Operates professionally and within the boundaries of organisational processes and legal constraints. b. Represents the organisation effectively in public and internal forums and advocates the organisation agenda c. Commits to achieving key outcomes for the organisation and uses personal drive, integrity, and energy to enthuse others to action d. Displays a positive outlook and maintains momentum in difficult situations
Marshalls professional expertise	a. Values specialist expertise and capitalises on the knowledge within the organisation to improve overall performance and delivery of outcomes b. Actively ensures relevant professional input from others is obtained, and shares own experiences c. Supplements personal knowledge with technical expertise from external providers and other organisations

### Note:

1. The successful applicant must be prepared to work outside normal working hours and travel interstate or overseas when required.
2. The successful applicant may be required to undergo relevant security and criminal records checks.

## 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 more than \$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 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 organizations.

The Board currently 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).