Austroads
Position Description

Job Title:	**Senior Project Manager**
Job type:	Full time
Location:	Austroads National Office, Level 9, 570 George Street, Sydney
Responsible to:	General Manager Operations, Chief Executive
Relationship to other jobs:	Provides support to General Manager Operations, other Austroads executives including Executive General Manager TCA, Chief Data and Technology Officer, General Manager Corporate Services, NEVDIS Manager, Contracts and Compliance Manager, Program Managers and Program Coordinators.
Date:	March 2022

Position Purpose

The Senior Project Manager's role is responsible for improving the management and reporting of projects in Austroads by appropriately establishing, implementing and maintaining a standardised project management system. This includes relevant processes, policies, and tools.

The Senior Project Manager will be responsible for organisation-wide project management standards, templates, tools and processes. The role will also provide support to the General Manager Operations (GMO) to:

- implement, embed and manage new governance procedures for Austroads' Research, Guidance, Advice Work Program, and
- support Austroads' Research, Guidance, Advice Work Program, Program Managers and Program Coordinators in new reporting systems.

Key Accountabilities, Duties and Responsibilities

1. Establish a project management office and implement a common approach to managing and reporting on projects across Austroads.

2. On an ongoing basis, support General Manager Operations (GMO) to implement, embed and manage new governance procedures for Austroads' Research, Guidance, Advice Work Program

3. Support Austroads' Research, Guidance, Advice Work Program, Program Managers and Program Coordinators in new reporting systems

4. Support the General Manager Operations to implement, embed and manage new governance procedures for Austroads' Work Program and for the management and reporting of projects across Austroads and Transport Certification Australia (TCA).

5. Support the relevant executive members in managing, monitoring and reporting on projects.

6. Assist the GMO in monitoring Work Program performance and results, as well as project performance and results in other business units, for reporting and to support continual improvement.

7. Work collaboratively with Program Managers, Program Coordinators and other project leaders to support quality project outputs and robust governance, and deliver effective and timely reporting.

8. Help other executives and their reports to manage projects in a consistent manner.

9. Provide reports on project progress and project health.

10. Provide support for the Austroads office and occasional support for Project Coordinators, as needed.

Skills and Experience

Required

1. Have worked in a Project Management Office and been a successful project manager.

2. Experience in planning, executing, controlling and closing projects and the ability to manage a project and its components simultaneously with minimal supervision.

3. Experience using AGILE, PMBOK and/or PRINCE2 methodology (or equivalent) for medium to large sized projects.

4. Highly developed analytical and problem-solving skills, including strong conceptual skills, and the ability to apply sound judgement.

5. Demonstrated project management and/or program support experience.

6. Organised and self-starting: ability to work independently and a capacity to meet challenges through the application of personal initiative and development of innovative options and solutions.

7. Excellent written, graphical, oral, and interpersonal communication skills.

8. Strong computer literacy skills across the Microsoft Office suite.

9. A commitment to equal employment opportunities and occupational health, safety, and quality management practices.

Desirable

10. Project management qualifications.

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. Austroads Strategic Plan 2020-2024

2. Austroads Annual Report 2020-21

3. Austroads website, particularly its sections relating to the Austroads Work Program.

4. Transport Certification Australia website and strategic plan

Attachment A: Organisational Context

Austroads is the Australasian association of road transport and traffic agencies. Austroads is the sole owner of Transport Certification Australia.

Austroads' 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.

Austroads 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.

Austroads' 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).

Austroads has three main but disparate functions:

1. *Austroads Research, Guidance, Advice Work Program* produces research on behalf of all members. Much of that research is incorporated into Guides, Guidelines, IT applications or other tools that are used by member agencies and others. There are five programs, with related sub programs.

    I. Transport Infrastructure Program
        - Pavement
        - Assets
        - Bridges
        - Tunnels
        - Project delivery

    II. Road Safety & Design Program
        - Road Safety
        - Road Design
        - Registration and licensing

    III. Transport Network Operations Program
        - Freight
        - Traffic management
        - Temporary traffic management

    IV. Environment and Sustainability Program
        - Environment
        - Sustainability

    V. Future Vehicles and Technology Program
        - Connected vehicles and vehicle-generated data
        - Low and zero emission vehicles
        - Automated vehicles

    The Austroads Work Program has approximately 70-100 projects current at any given time.

2. *The National Exchange of Vehicle and Driver Information System (NEVDIS)* is a national system that exchanges information about vehicles and driver licences. 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 licences, motor insurance underwriting and vehicle safety recalls.

NEVDIS has approximately 6-8 projects projects current at any given time.

3. _Transport Certification Australia (TCA)_ provides dynamic data from vehicles enrolled in schemes to government agencies. This data includes location/position, time, date, speed, axle mass, vehicle mass and vehicle configuration. TCA operates consistent within the National Telematics Framework and _ISO 15638-1:2012 Intelligent transport systems — Framework for collaborative Telematics Applications for Regulated commercial freight Vehicles (TARV) — Part 1: Framework and architecture_.

TCA has approximately 6-10 projects projects current at any given time.

The Senior Project Manager will also ensure consistent methodology and reporting on organisation-wide information and technology projects as well as other corporate projects.