

Position Description

Position Title:	Program Coordinator – Innovative Assessments
Position Owner	New position
Reports to:	Business Integration Manager
Direct Reports:	Nil
Date:	May 2022

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

To provide coordination and support for the Austroads Innovative Temporary Traffic Management (TTM) Device and Solution Assessment (AITDSA), and other initiatives which involve the assessment of innovative technology solutions.

AITDSA is a new program which commences on 1 July 2022, which involves the assessment of innovative technologies and solutions which can be used to improve the safety of road users at work sites in Australia and New Zealand.

Major Responsibilities / Accountabilities

- Day-to-day management and administrative support of AITDSA, and other initiatives which involve the assessment of innovative technology solutions.
- Liaise with senior representatives from Austroads member agencies, the Austroads Temporary Traffic Management Technical Reference Group and Task Force, and the AITDSA Panel.
- Liaise with sponsors of innovative devices and solutions seeking assessment through AITDSA.
- Manage all secretariat functions for the AITDSA Panel, including the preparation and circulation of agendas, the preparation and approval of minutes, and the management of out-of-session matters between scheduled meetings.
- Maintain an effective relationship with other Austroads programs, Program Managers, Program Assistants and TCA personnel.
- Maintain a register of all decisions and assessment outcomes from the AITDSA Panel.
- Prepare high level advice, correspondence and reports to the Austroads Temporary Traffic Management Task Force, Network Program Manager, Austroads Executive Group and the Austroads Board.
- Work with the Austroads Communications Manager to maintain the currency of all information (and associated documentation) about AITDSA on the Austroads website.
- Work as a member of the Austroads and TCA team to ensure alignment with strategic and operational plans and work practices.
- Support the administration of other initiatives which involve the coordination of stakeholders which involve the assessment of innovative technology solutions.
- Undertake other day-to-day administrative activities across Austroads and TCA as required.
- Maintain and adhere to Quality Systems processes and procedures relevant to the role.

Key Stakeholder Interfaces

TCA staff

Austroroads staff

AITDSA Panel (comprising representatives from Australian and New Zealand road transport agencies)

External experts and independent assessors

Providers and/or users of innovative solutions.

The Person

Qualifications, Knowledge, Experience and Personal Qualities

- Tertiary qualifications in safety, public administration, business or equivalent.
- Experience in working with multiple stakeholders to build consensus, influence outcomes and facilitate agreed positions being reached.
- Demonstrated experience in working autonomously, in a role with delegated authority to perform operational functions within an environment with structured decision-making processes.
- Demonstrated problem solving and analytical skills which can be applied to AITDSA and other innovative applications which can improve the safety of road users.
- Strong internal and external stakeholder management skills, and the ability to deliver results in a complex stakeholder environment, working across multiple disciplines.
- Excellent writing skills, and the ability to prepare written materials efficiently and within minimal supervision.
- Demonstrated ability in delivering and presenting reports to senior personnel.
- Demonstrated experience in managing competing priorities, and working with the priorities of other stakeholders.
- Proven experience in developing and maintaining detailed documentation.
- Experience in dealing with experts and independent consultants.
- Strong knowledge and experience with Microsoft Office suite of programs

Personal Qualities

- Highly developed analytical and problem-solving skills, including strong conceptual skills, the ability to apply sound judgement to complex policy challenges and knowledge of government decision making processes and procedures.
- Proven ability to work transparently and professionally with a diverse range of stakeholders
- The ability to determine work priorities and complete concurrent tasks and projects to a high standard within strict deadlines.
- A good understanding of project and program management frameworks and methodologies.
- Proven ability to work independently and a capacity to meet challenges through the application of personal initiative and development of innovative options and solutions.
- A commitment to equal employment opportunities and occupational health, safety and quality management practices.

- Highly developed written and oral communication skills, as well as negotiation and interpersonal skills, including the ability to consult, liaise and influence, conduct high level and sensitive negotiations and the ability to build working relationships across various organisations.
- A commitment to equal employment opportunities and occupational health, safety and quality management practices.