

# Austrroads

## Position Description



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<b>Job Title:</b>	<b>Program Coordinator – Future Vehicles, Environment &amp; Sustainability</b>
<b>Job type:</b>	Full time (to June 2023 with possibility of extension)
<b>Location:</b>	Austrroads National Office, Level 9, 570 George Street, Sydney
<b>Responsible to:</b>	Program Manager – Future Vehicles, Environment & Sustainability, General Manager Programs, Chief Executive
<b>Relationship to other jobs:</b>	Liaises with relevant Program Manager, Program Coordinators, relevant Project Managers / Directors, Project Management Office, General Manager Operations, Communications Manager and member contacts in member organisations
<b>Date:</b>	September 2022

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### Position Purpose

Provide program coordination and support for the Austrroads Future Vehicles and Technology Program and the Environment and Sustainability Program.

### Key Accountabilities, Duties and Responsibilities

1. Manage nationally significant and strategic projects undertaken by the Austrroads Future Vehicles and Technology Program and the Environment and Sustainability Program, including the development of project proposals and research briefs, development and management of tenders for consultancies and the day-to-day management of consultants to achieve the programs' objectives and ensure projects are delivered on time and on budget.
2. Liaise and negotiate with senior executives from stakeholder organisations to obtain input into projects and agreement on program outcomes, outputs and timeframes.
3. Facilitate the development and analysis of policies, projects and strategies that contribute to meeting program objectives/outputs.
4. Manage the planning, budget and resource allocation, performance monitoring and administration processes to achieve the programs' goals and deliver the Operational Plans in a timely manner.
5. Prepare high level advice, correspondence and reports on the programs' progress and expenditure and other policy initiatives for consideration by the Program Manager and Austrroads Executive and Board.
6. Manage the effective operation of the programs' Task Forces, Technical Reference Groups, Project Control Groups and other relevant groups by administering meetings, coordinating input from Austrroads members and others, and sourcing, analysing and disseminating information relating to the activities of the programs.
7. Work as a member of the Austrroads team to ensure the effective running of the programs and alignment with Austrroads Strategic and Operational Plans and work practices.
8. Undertake day-to-day administrative requirements of the programs and assist with other Austrroads activities as required.

### Skills and Experience

1. 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.
2. The ability to determine work priorities and complete concurrent tasks and projects to a high standard within strict deadlines.
3. A good understanding of project and program management frameworks and methodologies.

4. Proven ability to work independently and a capacity to meet challenges through the application of personal initiative and development of innovative options and solutions.
5. 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.
6. A commitment to equal employment opportunities and occupational health, safety and quality management practices.

**Desirable**

1. It is highly desirable to have an understanding of the issues associated with connected and automated vehicles, and low and zero emission vehicles.
2. It is highly desirable to have an understanding of the issues associated with the greenhouse gas emissions reduction, climate change resilience, the circular economy, biodiversity, and human health and amenity factors.

**Note:**

1. The successful applicant will 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 2019-20
3. Austroads website, particularly its sections relating to the Future Vehicles and Technology Program and the Environment and Sustainability Program which provides free access to recent publications and information on current projects.

## 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, with others under development) 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).