



Position Description

Position title:	Technical Project Officer
Entity:	Austroads
Division:	Operations
Job Type:	Full – time (1.0 FTE)
Location:	Austroads Melbourne Offices
Reports to:	Service Delivery Manager
Responsible GM:	General Manager Operations
Direct reports:	N/A
Date reviewed:	30 January 2023

Organisational Context

Austroads is the association of Australian and New Zealand transport agencies.

We provide authoritative, practical and impartial advice, information, tools and services to help our members to deliver safe, efficient and reliable mobility to their customers.

We also deliver value to a range of other key stakeholders across government, industry and communities, where there is a demonstrated societal benefit to do so.

Austroads comprises several business activities, including the core Austroads work program, the National Exchange of Vehicle and Driver Information System (NEVDIS), and Transport Certification Australia (TCA).

Our teams are located across Australia and New Zealand. We work in an integrated and collaborative way, along with external consultancies and other partners, to ensure our products and services are delivered successfully and maximise value.

Austroads promotes a culture of professionalism, innovation, and integrity, with a commitment to accountability, quality, and excellence in the delivery of all of our 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.

Austroads takes inclusion and diversity seriously. We embrace difference and diversity of identity, experience and thought, and actively strive for inclusive behaviours across our company and our work.

The Role

Position Purpose

Reporting to the Service Delivery Manager, the Technical Project Officer will have responsibility and accountability for providing administrative and technical support to the Operations Division in the administration of the National Heavy Vehicle Regulator (NHVR) Back Office. In addition, the Technical Project Officer may provide support to other projects being implemented by TCA under the National Telematics Framework.

Major Responsibilities/ Accountabilities

The role is responsible for:

- Applying professional and technical expertise to resolve technical issues, and to prepare and edit reports and correspondence
- Developing and maintaining documentation of processes and procedures to support the introduction of new initiatives
- Investigating technical and operational issues and develop detailed reports to present the findings of the investigations
- Liaising and providing technical assistance for internal staff, Members and other stakeholders as required
- Maintaining and adhering to TCA and Austroads Quality Systems processes and procedures
- Exercising diligence when making decisions, adhering to the requirements outlined in the Delegations of Authority.

Key stakeholder interfaces

Internal

- Service Delivery Manager
- General Manager Operations
- Senior Engineer (Operations)
- Project Managers
- Strategy and Delivery colleagues

External

- Government agencies
- Regulatory bodies

The Person

Qualifications, knowledge, and experience

The Technical Project Officer will possess:

- Experience in use of GIS and a demonstrated ability in the use of MapInfo/ ArcGIS or similar program is highly desirable
- Educational qualifications in an engineering, science or IT related field will be highly regarded
- Excellent written and oral communication skills are essential
- Proven ability to produce project reports, including accurate, effective and efficient project documentation controls and records management
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Personal qualities

The incumbent will need to present a professional image and build a strong relationships across the enterprise. Specifically, the role requires:

- Excellent attention to detail
- An ability to multi-task and manage various project elements simultaneously
- An ability to problem solve under pressure
- A readiness to make decisions, take initiative and originate action
- An ability to deal with ambiguity, and successfully adapt to changing demands and conditions
- An ability to exhibit impartiality by taking a balanced approach to dealing with conflicting perspectives
- Ethical behaviour.