



Position Description

Position title:	Road Safety Project Manager
Entity:	Austroads
Division:	Programs
Job Type:	Full – time (1.0 FTE)
Location:	Sydney or Melbourne
Reports to:	Program Manager – Road Safety
Responsible GM:	General Manager Programs
Direct reports:	N/A
Date reviewed:	August 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

The Road Safety Project Manager has responsibility for contributing to the strategic objectives of the Road Safety & Design program through planning and overseeing the delivering of nationally significant and strategic projects that support the transformation of the road transport system for the ultimate elimination of deaths and serious injury. This is achieved through close working relationships with Austroads Task Force members and their delegates, and academic and consulting subject matter and technical experts.

Major Responsibilities/Accountabilities

The role is responsible for:

- Managing the planning, delivery and coordination of nationally significant and strategic projects in the Road Safety & Design Program, tracking resources, timing and quality, under the direction of the Road Safety and Design Program Manager. The Project Manager will lead and perform activities which include planning, procurement, scheduling, tracking, managing, evaluating and communicating internally and externally to stakeholders
- Establishing and managing relationships within a diverse stakeholder environment. Ensuring stakeholder requirements are well documented and aligned with the various projects' objectives, and that requirements are well understood by all members of the project teams
- Managing reporting across all assigned projects, including but not limited to traffic light reports, risk registers and reports to the Road Safety & Design Program and its task forces
- Identifying and mitigating project risks and proactively manage issues that arise within assigned projects
- Contributing to the strategic planning of the Road Safety & Design Program and identify opportunities to add value and deliver on the strategic objectives of Austroads and the Road Safety & Design Program
- Providing specialist advice on technical road safety matters
- Providing advice and support to the Road Safety & Design Program and Austroads finance team to ensure a high standard of financial accountability and performance. Manage the financial positioning of assigned projects to enable quality delivery of products and services
- Providing high-level coordination role to various project steering and reference groups including the establishment of strategic alliances and the management of key stakeholder groups
- Working with the Austroads communications team to develop communications plans and public-facing collaterals as required
- Maintaining and adhering to Quality Systems processes and procedures

Key Stakeholder Interfaces

Internal

- Austroads Chief Executive
- General Manager Programs
- Program Manager – Road Safety & Design
- Program Coordinator- Road Safety & Design
- All staff

External

- Industry consultants and experts
- Austroads member organisations

- Program Task Forces and working groups

The Person

Qualifications, Knowledge, and Experience

The Road Safety Project Manager will possess:

- A thorough understanding of project and program management frameworks and methodologies, with a demonstrated ability to apply program management principles
- Tertiary qualifications in a relevant field, with significant experience designing, delivering and/or managing road safety projects
- 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 knowledge of government decision making processes and procedures would be highly regarded

Personal Qualities

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

- Highly developed analytical and problem-solving skills, including strong conceptual skills, the ability to apply sound judgment to complex policy challenges and knowledge of government decision making processes and procedures
- The ability to determine work priorities and complete concurrent tasks and projects to a high standard within strict deadlines
- 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 service focused approach
- Strong networking and team working skill
- Strong attention to detail
- Commitment to ongoing professional development and learning
- Professional ethics and integrity
- Comfort working in an environment which is constantly evolving