



## Position Description

Position title:	Strategic Initiatives Manager
Entity:	TCA
Division:	Strategy & Delivery
Job Type:	Full – time (1.0 FTE)
Location:	Austroads Sydney/Melbourne Offices
Reports To:	GM Strategy and Delivery
Responsible GM:	GM Strategy and Delivery
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 Strategic Initiatives Manager will lead the management of strategic projects and initiatives, primarily for the Transport Certification Australia (TCA) business.

The position ensures that key projects and initiatives, regarding new and revised TCA services, are effectively coordinated and progressed. Responsibilities include leading key projects and initiatives autonomously, within agreed governance arrangements, and in accordance with the Austroads Program and Project Management Framework.

The Strategic Projects Manager works with a diverse range of internal and external stakeholders, including executives and subject matter experts, navigating complex and evolving environments, and ensuring positive outcomes are achieved for the organisation, its members, and the Australasian transport network.

### Major Responsibilities/Accountabilities

In addition to any statutory duties, the Strategic Initiatives Manager will:

- Lead the management of selected strategic projects within the TCA business, and other initiatives which are of strategic significance.
- Autonomously manage and be accountable for the delivery of outputs within an agreed project scope, budget, timeframes and to expected levels of quality.
- Adopt a hands-on approach to the delivery of project activities and deliverables.
- Proactively identify and respond to issues, constraints and risks which have the potential to impact intended outcomes of projects and initiatives.
- Exercise diligence when making decisions, adhering to the requirements outlined in the Delegations of Authority and relevant governance arrangements.
- Proactively and authoritatively engage and communicate with internal and external stakeholders who are directly responsible for contributing to the success of projects, and/or have an interest in the outcomes of the project.
- Manage and report on projects in accordance with the Austroads Program and Project Management Framework (PPMF).
- Prepare concise, high-quality written content on the status of strategic projects for inclusion in monthly reports to the TCA Corporate Management Group (CMG) and the Austroads Executive Group (AEG).
- Support senior managers and executives to model Austroads' values of professionalism, accountability, innovation and integrity, and work in close coordination and collaborate with key members of TCA and Austroads.
- Professionally and enthusiastically perform other duties, as directed from time to time.

### Key Stakeholder Interfaces

#### Internal

- General Manager Strategy and Delivery
- Executive General Manager
- Strategy and Delivery colleagues

#### External

- Austroads member organisations
- Government agencies and jurisdictions
- Industry regulators

## The Person

### Qualifications, Knowledge, and Experience

The Strategic Initiatives Manager will possess:

- Excellent written and verbal communications skills and demonstrated ability to translate complex and technical information.
- High-level written and oral communication skills – ability to communicate complex issues to an audience including Board level.
- Relevant tertiary level qualifications.

### Personal Qualities

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

- Demonstrated experience in authoritatively working with executives and other senior stakeholders and experts to manage complex, multi-disciplinary projects and initiatives.
- Excellent analytical skills and the ability to think conceptually, by interpreting and distilling complex subject matter.
- Proven ability to lead the management of projects and deliver positive outcomes by navigating complexity, ambiguity and uncertainty.
- Outstanding interpersonal skills, with a demonstrated ability to work collaboratively with people from different backgrounds, experience and skills.
- Excellent communication skills, and the ability to articulate messages in verbal and written form.
- High levels of integrity and professionalism.
- A sense of pride in delivering quality outcomes which meet and exceed expectations.