



## Position Description

Position title:	Program Coordinator Transport Network Operations
Entity:	Austroads
Group:	Research and Guidance
Job Type:	Full-time (1.0 FTE)
Location:	Austroads Sydney Offices
Reports to:	Program Manager Transport Network Operations
Responsible GM:	General Manager Research and Guidance
Direct reports:	N/A

## 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. Austroads values continuous improvement, and all staff are expected to engage in their work in a spirit of curiosity, collaboration, and proactivity.

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

### Team Purpose

The purpose of the Research and Guidance Team is to undertake research into issues of shared interest and to support and encourage common practice among our members.

The key functions of the team include working with our members to:

- Conduct research to understand issues and opportunities, and identify innovative solutions to current and emerging road and transport issues, and to publish findings in research and technical reports.
- Develop, enhance and maintain clear, practical and agreed guidance, tools, specifications, methods and other products to inform the design, construction, maintenance and operation of the road network in Australia and New Zealand.
- Manage Austroads representation in key forums such as Standards Australia and PIARC.

Additionally, some services are provided through the division to members to help deliver on Austroads' purpose.

### Position Purpose

[Provide program coordination and support for the Austroads Transport Network Operations Program.]

### Major Responsibilities/ Accountabilities

The role is responsible for:

- Managing nationally significant and strategic projects undertaken by the Austroads Transport Network Operations 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 program's objectives and ensure projects are delivered on time and on budget.
- Liaising and negotiating with senior executives from stakeholder organisations in order to obtain input into projects and agreement on program outcomes, outputs and timeframes.
- Facilitating the development and analysis of policies, projects and strategies that contribute to meeting Program objectives/outputs.
- Managing the planning, budget and resource allocation, performance monitoring and administration processes in order to achieve the program's goals and deliver its operational plan in a timely manner.
- Preparing high level advice, correspondence and reports on the program's progress and expenditure and other policy initiatives for consideration by the program manager and Austroads Board.
- Managing the effective operation of the program's task force, technical reference groups, project working groups and other relevant groups by administering meetings, coordinating input from jurisdictions, and sourcing, analysing and disseminating information relating to the activities of the program.
- Working as a member of the Austroads national office team to ensure the effective running of the program and alignment with Austroads strategic and operational plans and work practices.
- Undertaking day-to-day administrative requirements of the program and assist with other Austroads activities as required.
- Contributing to continuous improvement, identifying ways to enhance value for our members and the public.
- Maintaining and adhere to quality systems processes and procedures associated with the role.
- Other duties as directed.

## Key stakeholder interfaces

### Internal

- General Manager Programs
- Program Manager (Transport Network Operations)
- All staff

### External

- Industry consultants and experts
- Austroads member organisations

## The Person

### Qualifications, knowledge, and experience

The Program Coordinator Transport Network Operations should ideally have:

- An understanding of the issues associated with the disciplines relating to the mobility of people, such as road network planning and management, real-time road network operations, intelligent transport systems, permanent and temporary traffic management, active transport, new mobility solutions and their business models.
- An understanding of the issues associated with the disciplines relating to the mobility of goods, road freight management and operations.

### Personal qualities

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

- A service-focused approach.
- Sound judgement and problem-solving ability.
- Strong networking and teamworking 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.

## Capability Profile

Flexibility and Adaptability	Adjusts approach in line with changing priorities. Is open to acquiring and developing skills and knowledge, adapts to new ways of working or organise work to deliver results.	Foundation
Critical Thinking and Problem Solving	Objectively analyses and evaluates available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions.	Intermediate
Stimulate Ideas and Innovation	Gathers insights and embraces new ideas and innovation to inform future practice	Intermediate
Data literacy	Utilises diverse data sources to improve the speed and quality of service delivery and decision making processes	Foundation
Project/ work delivery and management	Defines work activities required to deliver against outcomes intended, in line with agreed timeframes, resources, and ways of working. Understands and applies effective project planning, coordination and control methods.	Intermediate
Communicating with Impact	Uses various communication media to convey information, ideas, and insights in ways that maximises understanding of key messages. Possesses good written and verbal communication skills.	Intermediate
Makes Insightful Decisions	Makes considered, ethical and courageous decisions based on insight into the broader context.	Foundation