



## Position Description

Position title:	Manager Austroads Technical Specifications
Entity:	Austroads
Division:	Research Guidance and Practice
Job Type:	Full-time (1.0 FTE)
Location:	Austroads Melbourne or Sydney Office
Reports to:	General Manager Research Guidance and Practice
Responsible GM:	General Manager Research Guidance and Practice
Direct reports:	To be determined

## 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, Guidance and Practice 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 closely 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, technical specifications, test 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

Austroads and its members are producing a set of harmonised technical specifications for the construction of roadworks and bridgeworks that incorporate the most appropriate technical requirements.

Member agencies use technical specifications, which rely on unique road agency test methods, in procurement contracts. Harmonisation through the Austroads Technical Specifications has the potential to improve efficiency for road agencies and industry, and improve compliance with contract requirements.

Austroads and its members engage on Austroads Technical Specifications through the Austroads Technical Advisory Group (ATAG), which comprises state, territory and New Zealand chief engineers or equivalent.

This role manages the maintenance and, as necessary, the further development of Austroads Technical Specifications to ensure their ongoing value and relevance regarding the construction and maintenance of roads and bridges in Australia and New Zealand.

This senior role combines technical knowledge with a capacity to negotiate to achieve consensus and results. Skills in process development, knowledge management and business acumen are also required.

### Major Responsibilities/Accountabilities

The role is responsible for:

- Working within the Austroads team to develop and implement a suitable knowledge and document management system (for at least the initial 12 months):
  - Collaborating on the design and implementation of a complete technical document management framework, including classification systems, metadata structures, and version control protocols.
  - Helping to develop charging models, including subscription tiers and pay-per-use frameworks, that balance accessibility to the Austroads Technical Specifications with revenue generation.
  - Supporting and maintaining document quality standards, templates, and style guides.
  - Contributing to the implementation of appropriate document management technologies, including establishing feedback collection mechanisms and document improvement workflows.
  - Develop metrics and reporting systems to track document usage, quality, and financial performance with respect to the Austroads Technical Specifications.

- Ongoing management and optimisation:
  - Manage a program of reviews of Austroads Technical Specifications in association with subject matter experts to ensure compliance with legislation, contemporary technical developments, and consideration of stakeholder feedback.
  - Liaise with relevant industry and government stakeholders, including notifying them of published and revised specifications.
  - Manage the Austroads Technical Specification document lifecycle from creation, through updates and archiving.
  - Monitor the day-to-day operation of the technical document library, including monitoring and analysing usage patterns and feedback to continuously improve document quality and system usability.
  - Report the performance of the technical document library, status of developments and reviews, and member adoption, including attending meetings with state, territory and New Zealand chief engineers.
  - Periodically review the subscription models for suitability.
  - Maintain and adhere to Quality Systems processes and procedures associated with the role.
- Leadership:
  - Build and lead a team of document coordinators and technical writers (includes external contributors).
  - Develop training for document authors, reviewers, and users.
  - Foster a culture of knowledge sharing and continuous improvement.
  - Collaborate with IT, legal, finance, and subject matter experts to ensure system effectiveness.
- Other duties as directed.

## Key Stakeholder Interfaces

### Internal:

- General Manager Research, Guidance and Practice.
- Austroads Transport Infrastructure Program Manager.
- Research, Guidance and Practice team members.
- Austroads Technical Advisory Group (ATAG), which comprises state, territory and New Zealand chief engineers.
- Technical experts in member agencies, including specific Task Forces, Working Groups and in nominated 'Champion Jurisdictions'.
- Austroads communications and publications team.

### External:

- Industry associations.
- NATSPEC.
- Standards Australia.
- Individual ATAG members.

## The Person

### Qualifications, Knowledge, and Experience

The Manager Austroads Technical Specifications will possess:

- A tertiary degree in engineering or similar.
- Superior written and verbal communication skills, including technical writing.
- Thorough understanding of procurement practices (desirably those relevant to the road and bridge engineering industry).
- Demonstrated experience in change management, process development and implementation.
- Demonstrated project management skills (including risk management) associated with a portfolio of projects.
- Experience in experience in technical documentation, knowledge management, or content management roles.
- Experience working in a federated environment would be advantageous
- Understanding of technical jargon, especially relating to road and bridge engineering, is advantageous.

### Personal Qualities

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

- The ability to lead and collaborate with a range of people, some of whom may at times have different agendas.
- Capacity to understand technical concepts relating to road and bridge engineering.
- Readily adaptable between a strategic thinker with strong execution capabilities, and process-oriented with meticulous attention to detail.
- Customer-focused, with business acumen.
- A preference for work that requires robust process and documentation, analysis of issues and solving problems, managing competing priorities and working to a schedule.

## 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
Leads change strategically	Thinks strategically and acts on the broader purpose of the system with optimism, in an environment of complexity and ambiguity.	Advanced
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.	Foundation
Digital and Technological Proficiency	Integrates digital and technological developments in the design and delivery of relevant policies, programs and services.	Foundation
Data Literacy	Utilises diverse data sources to improve the speed and quality of service delivery and decision-making processes.	Foundation
Stakeholder management	Identified stakeholders impacted by decisions. Takes steps to keep interested parties engaged while managing expectations on outcomes.	Intermediate
Knowledge Management	Establishes mechanisms to record and share knowledge and experience, to enable the retention and expansion of corporate knowledge.	Advanced
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
Working Collaboratively	Collaborates with others, demonstrating an understanding of their value to the organisation.	Intermediate