



## Position Description

Position title:	Training and Assessment Manager – National Heavy Vehicle Driver Competency Framework (NHVDCF)
Entity:	Austroads
Group:	Product Development
Job Type:	Full-time (1.0 FTE)
Location:	Austroads Melbourne Office
Reports to:	Project Director – NHVDCF
Responsible GM:	GM Product Development
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 Product Development team oversees management and coordination of select significant implementation projects for Austroads, with a focus on the development and implementation of new products and services, in alignment with Austroads strategic objectives and the evolving needs of our members and key stakeholders.

## Position Purpose

The Training and Assessment Manager will play a crucial role in the successful development and implementation of the National Heavy Vehicle Driver Competency Framework (NHVDCF) across all Australian states and territories.

As part of the NHVDCF team and reporting to the Project Director, this position is responsible for leading the refinement and finalisation of NHVDCF training and assessment materials based on stakeholder feedback and trial activities, ensuring they meet national standards and industry requirements.

The role will also oversee development of associated business rules that are needed for the successful operation of the NHVDCF across all three learning stages: online, face-to-face, and final competency assessment.

The Training and Assessment Manager will support implementation of the NHVDCF by states and territories and oversee the development of comprehensive train-the-trainer materials and programs to support the heavy vehicle training industry to effectively adapt to and implement the NHVDCF.

The role is responsible for:

- **Leading development of NHVDCF training and assessment materials:** This role will lead the review, analysis, and refinement of existing, draft NHVDCF training and assessment materials to meet national consistency requirements and industry best practices.
- **Vendor management:** Oversee the work of contracted service providers to support the development and delivery of NHVDCF materials, including contract management and work planning.
- **Leading stakeholder feedback processes:** Systematically collect, analyse and incorporate feedback from industry representatives, and state and territory transport authorities to ensure the NHVDCF training and assessment materials are fit for purpose.
- **Supporting industry trial activities:** As part of the project team, support the design and conduct industry-based test and trial activities that help to further refine the NHVDCF materials, working with a number of states and territories. This includes, gathering insights on effectiveness, usability, and implementation challenges that will inform the development of materials.
- **Train-the-trainer program development:** Design and develop a train-the-trainer program with comprehensive materials and resources to support successful trialling and implementation of the NHVDCF with the heavy vehicle training and assessment industry across all jurisdictions.
- **National implementation support:** Providing ongoing support and advice to states and territories as they prepare for the multi-year implementation period for the NHVDCF, including developing implementation guides, support materials, and troubleshooting resources.
- **Quality assurance and standardisation:** Ensure all NHVDCF materials maintain consistent quality standards, align with national competency frameworks, and support uniform implementation across all Australian states and territories
- **Industry engagement and consultation:** Facilitate ongoing consultation with heavy vehicle industry representatives and training providers to ensure NHVDCF materials are relevant, practical and aligned with industry needs.

- **Cross-jurisdictional coordination:** Work collaboratively with state and territory representatives to ensure NHVDCF materials and implementation approaches are adaptable to different jurisdictional requirements while maintaining national consistency.
- **Documentation and version control:** Maintain comprehensive documentation of all material revisions, feedback incorporation, and implementation support resources, ensure proper version control and distribution of updated materials to stakeholders.

## Key Stakeholder Interfaces

### Internal

- CEO
- Project Director, NHVDCF
- Project Coordinator NHVDCF
- Project team
- Corporate Services Team, including Procurement Officer and Contracts Administrator
- General Manager, Research, Guidance and Practice

### External

- Jurisdiction representatives on NHVDCF governance bodies
- State and Territory transport authorities.
- Governance groups

## The Person

### Qualifications, Knowledge, and Experience

The Training and Assessment Manager will possess:

#### Mandatory

- **Vocational Education Qualifications:** Relevant tertiary qualifications in vocational education, training and assessment, or related field. Certificate IV in Training and Assessment (TAE40116 or equivalent) as a minimum requirement, with additional qualifications in curriculum design or instructional design highly desirable.
- **Materials Development and Refinement:** Extensive experience in instructional design, including the development, review and finalisation of training and assessment materials within the vocational education sector.
- **Train-the-Trainer Program Experience:** Demonstrated experience in designing and delivering train-the-trainer programs, including development of trainer resources, facilitation guides, and support materials for adult educators and industry trainers.
- **Stakeholder Engagement and Consultation:** Proven ability to engage effectively with diverse stakeholders, including industry representatives, government agencies, training providers and regulatory bodies. Experience in facilitating consultation processes and incorporating feedback into project outcomes is highly regarded.
- **Quality Assurance and Standardisation:** Understanding of quality frameworks, standardization processes, and continuous improvement methodologies in vocational education contexts, particularly in multi-jurisdictional implementations.
- **Communication and Facilitation Skills:** Excellent written and verbal communication skills with demonstrated ability to develop clear, comprehensive materials for diverse audiences and facilitate training sessions for adult learners and industry professionals.

## Desirable

- **Heavy Vehicle Industry Experience:** Demonstrated experience in heavy vehicle operations, training, or related transport industry sectors. Understanding of heavy vehicle regulations, safety requirements, industry practices, and national competency frameworks.

## Personal Qualities

The Training and Assessment Manager will possess:

- Strong interpersonal skills, including within projects and across different stakeholders.
- Well-developed relationship management, communication, consultation, and negotiation skills.
- Ability to work independently and a capacity to meet challenges through the application of personal initiative and development of innovative options and solutions
- Excellent time management skills and the ability to juggle multiple projects simultaneously.
- Highly developed analytical and problem-solving skills, including strong conceptual skills and the ability to exercise sound judgement.
- Comfort working in an environment which is constantly evolving.

## Capability Profile

Flexibility and Adaptability	Adjusts approach in line with changing industry requirements and educational standards. Is open to acquiring and developing skills and knowledge, adapts to new training methodologies and technologies to deliver effective learning outcomes.	Advanced
Stimulate Ideas and Innovation	Gathers insights from industry and educational best practices, embraces new ideas and innovative approaches to training and assessment delivery.	Advanced
Critical Thinking and Problem Solving	Objectively analyses and evaluates training needs, assessment data, learner feedback, and industry requirements before recommending relevant training solutions and improvements.	Advanced
Data literacy	Utilises diverse data sources including learner performance metrics, industry feedback, and assessment outcomes to improve training effectiveness and decision-making processes.	Intermediate
Project/ work delivery and management	Defines training and assessment activities required to deliver against learning outcomes, in line with agreed timeframes, resources, and quality standards. Understands and applies effective project planning, coordination and control methods.	Advanced
Drive accountability and outcomes	Is proactive and responsible for own actions to ensure training and assessment objectives are achieved and learners attain required competencies.	Advanced
Knowledge management	Establishes mechanisms to record and share training expertise, industry knowledge, and assessment practices to enable retention and expansion of organizational capability.	Advanced
Working Collaboratively	Collaborates effectively with trainers, assessors, industry partners, and learners, demonstrating an understanding of their value to achieving educational outcomes.	Intermediate

Communicating with Impact	Uses various communication media to convey training concepts, assessment requirements, and industry knowledge in ways that maximize understanding across diverse audiences including learners, industry stakeholders, and educational partners.	Advanced
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