



Position Description

Position title:	Senior Project Manager
Entity:	Austroads
Division:	Strategic Engagement and Performance
Job Type:	Full-time (1.0 FTE)
Location:	Austroads Melbourne Office
Reports to:	General Manager, Strategic Engagement and Performance
Responsible GM:	General Manager, Strategic Engagement and Performance
Direct reports:	TBA
Date reviewed:	October 2025

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 Strategic Engagement and Performance team is responsible for providing a whole-of-organisation approach to support the evolving needs of members, and to guide the identification, establishment, and delivery of projects in alignment with strategic objectives.

The team comprises four key functions:

- **Strategy and innovation**
 - *Strategic Member relationships* - Cultivate and manage strong member relationships, ensuring alignment and understanding of their diverse priorities. Proactively engages with members and stakeholders to gather insights, direction, and needs, acting as a conduit for strategic and policy initiatives.
 - *Scoping and Innovation* - Identify and prioritise innovative ideas and project requests, as a conduit between members and the product and service delivery teams for innovative and feasible project generation.
- **Delivery and performance**
 - *Project management office (PMO)* - Manages and leads Project Management Office (PMO) functions across the organisation, including Portfolio, Program and Project Management Framework (PMF).
 - *Performance improvement* - Monitors and tracks organisational KPIs and collaborates across Austroads to identify improvements.
- **Communications and marketing**
 - Implement targeted strategies to effectively convey Austroads' direction, collaborating seamlessly with other teams for cohesive communication and stakeholder engagement.
- **Publications and knowledge assets**
 - Manage content produced by Austroads which is relied upon by external stakeholders to inform best practice, so that all content is mapped, standardised and revised consistently.

Together, these functions enable Austroads to translate strategic vision into tangible actions, elevate member engagement and satisfaction through improved coordination and more strategic communication channels and identify new and innovative opportunities to deliver value to members. This team will support Austroads execute strategic recommendations, refine future delivery approaches and as Austroads evolves, enhance its overall performance over time

Position Purpose

The Senior Project Manager is responsible for managing the effective delivery of Austroads projects in accordance with the Austroads Project Management Framework (PMF).

Major Responsibilities/Accountabilities

The role is responsible for:

- Management of Austroads strategic projects, and projects that have been proposed and which are in the process of assessment, in compliance with the Scoping and Innovation Panel and the Austroads project management framework. In the first instance, such projects may include the transfer of the Australian Technical Infrastructure Committee (ATIC) to Austroads, the proof-of-concept for emergency road closure information and the national exchange of vessel registration information.
- Establishing and coordinating effective governance arrangements for projects and other initiatives, including forums involving members and other external stakeholders.
- Engagement and management of external suppliers and contractors and ensuring these meet requirements and deliver value.
- Effectively collaborating with internal and external stakeholders, including to consult, inform and influence decision making.
- Monitoring and reporting on project performance, including the identification and escalation of issues and risks for resolution.
- Providing project management services for applications development and operations (business-as-usual) projects which includes:
 - Defining project objectives, high-level scope, roles and responsibilities, and resource requirements.
 - Developing documentation including, but not limited to business cases, project proposals, RACI, project plans, project schedules, governance reporting packs, resource impact analysis (effort/cost estimations), cashflow forecast / actuals, project change requests, project change, risk and issue logs.
 - Managing, tracking and preparing project status reports on schedule, budget, scope, quality, risks/issues, dependencies, project change requests according to project plan.
 - Recruiting and managing of resources, updating and finalising contracts with consultancy service providers.
 - Processing invoices for consultancy services against approved contracts.
- Mentoring and providing guidance to other team members.
- Undertaking detailed planning ensuring alignment with existing systems and strategy by working with architecture subject matter experts.
- Undertaking the role of Scrum Master to facilitate self-organising project team members to contribute to a successful delivery of a project.
- Understanding, managing and providing guidance in operations/applications configuration, data migration, change deployment and operational handovers.
- Ensuring Austroads maintains authoritative knowledge and expertise on relevant digital identity matters, and is effectively connected with relevant experts, forums and initiatives both nationally and internationally.
- Provision of authoritative direction and advice, including through presentations and reporting to the Board, executive group, and other key stakeholder forums.
- 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 Strategic Engagement and Performance
- Other AEG members
- Communications and Marketing Manager
- Publications and Knowledge Assets Manager
- Strategic Engagement Manager
- Business Integration Manager
- Project Management Office Coordinator
- Subject matter experts
- All staff

External

- Austroads Member agencies
- Relevant stakeholders
- Contractors, consultants and service providers

The Person

Qualifications, Knowledge, and Experience

The Senior Project Manager will possess:

- Demonstrated experience with successfully managing and delivering complex projects.
- Relevant tertiary level qualifications in project management (desirable).
- A detailed understanding of project management frameworks and methodologies.
- Highly developed interpersonal skills, including the ability to consult, influence, conduct sensitive negotiations, and to build working relationships across various organisations.
- Demonstrated ability to effectively lead staff and project team members.
- Excellent written and verbal communications skills and demonstrated ability to translate complex and technical information for different audiences.
- Proven ability to work independently and a capacity to meet challenges through the application of personal initiative and development of innovative options and solutions.
- Engaging, dynamic and relishing working in a complex and changing environment, with the ability to respond to rapidly changing demands.
- Experience with government agencies and departments is highly regarded.
- Knowledge and understanding of digital identity matters, either from a regulatory or technical perspective, is highly desirable.

Personal Qualities

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

- Mature project management capabilities, with an ability to deliver to agreed requirements.
- Well-developed relationship management, communication, consultation, and negotiation skills.
- Sound judgment, analytical and problem-solving skills.
- Strong interpersonal skills, including within and across project and operational teams.
- Highly developed analytical and problem-solving skills, including strong conceptual skills and the ability to exercise sound judgement.
- Ability to negotiate and manage conflicts arising from project management activities
- Advanced ability to operate at strategic and operational levels, and proven ability to think at high-level/big picture with a strong attention to detail.
- Comfort working in an environment which is constantly evolving.
- Commitment to ongoing professional development and learning.

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.	Intermediate
Stimulate Ideas and Innovation	Gathers insights and embraces new ideas and innovation to inform future practice	Intermediate
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.	Advanced
Data literacy	Utilises diverse data sources to improve the speed and quality of service delivery and decision making processes	Intermediate
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.	Advanced
Drive accountability and outcomes	Is proactive and responsible for own actions to ensure desired organisational objectives are achieved.	Advanced
Knowledge management	Establishes mechanisms to record and share knowledge and experience to enable the retention and expansion of corporate knowledge.	Advanced
Working Collaboratively	Collaborates with others, demonstrating an understanding of their value to the organisation.	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.	Advanced