



Position Description

Position title:	Electronics Engineer
Entity:	Austroads
Group:	Service Delivery
Job Type:	Full – time (1.0 FTE)
Location:	Austroads Melbourne office
Reports to:	Technical Systems Certification and Assurance Manager
Responsible GM:	General Manager Service Delivery
Direct reports:	N/A
Date reviewed:	May 2024

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 Service Delivery team provides Austroads established products with a strong focus on functionality and sustained excellence. Effective service delivery is underpinned by a team of professionals who are responsive to the needs of Austroads members and other users of our services. We are proactive in communicating our Service Delivery priorities and plans, and we strive to continuously improve our services and add value for our members.

Position Purpose

The Electronics Engineer will have responsibility for providing engineering support and assistance to the Technical Systems Certification and Assurance Manager. The Electronics Engineer will extend their support across the full breadth of Advice, Accreditation and Administration services provided by TCA.

Major Responsibilities/Accountabilities

The role is responsible for:

- Conducting testing and assessment of various hardware, including but not limited to GPS/GNSS based Telematics In-Vehicle Units and On-Board Measurement Systems in the field and in the laboratory
- Actively participating in type approval, re-certification and audit activities related but not limited to hardware
- Assisting in the development of specialised test equipment and methodologies
- Performing data analysis, presentation, and reporting
- Conducting maintenance and enhancement of TCA test assets
- Developing and maintaining of quality systems, records and technical documentation
- Liaising with members of jurisdictional and service provider focus groups regarding hardware related matters
- Assisting in the maintenance of NATA accreditation
- Organising external calibration of TCA Test assets
- Under the direction of Technical Systems Certification and Assurance Manager, taking leadership in the delivery of projects including full accountability for the quality and timeliness of project tasks
- Identifying and reporting project risks
- Assisting in the scoping, development and sign-off of detailed project plans, if required
- Assisting in written and/or oral reporting on project progress and issues to internal stakeholders and members of the board from time to time, if required
- Assisting with the on-going support, maintenance and enhancement of the functional and technical specifications, audit program, test protocols and other associated documents
- Working across, and maintain knowledge of multiple projects and provision of Advice, Accreditation and Administration services delivered by TCA
- Maintaining and adhering to Quality Systems processes and procedures associated with the role
- 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

- Senior Engineers

- Project Managers
- Technical Systems Certification and Assurance Manager
- Operations Division
- Strategic Development Division

External

- Road and transport agencies
- Regulators
- Law enforcement agencies
- Transport operation

The Person

Qualifications, Knowledge, and Experience

The [Electronics Engineer] will possess:

- Educational qualifications in an Electronics/Electrical/Computer Engineering or similar
- Excellent written and oral communication skills
- Experience in general electronics design environment, including microcontrollers, embedded firmware and schematic hardware design
- Experience in writing design documents and test procedures
- Familiarity with environmental testing EMC
- Familiarity with calibration and operational maintenance of systems based on electronic equipment
- Familiarity with compliance of designs with all relevant legislative/technical requirements
- Demonstrated ability in the use of computer applications to develop and prepare technical reports, including experience in Word and Excel
- Well-developed analytical and problem-solving skills, together with an ability to deliver within tight timeframes
- Familiarity with microprocessor interface standards (e.g. I2C, UART, RS232, USB)

Personal Qualities

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

- Demonstrated readiness to make decisions, take initiative and originate action
- An ability to deal with ambiguity, successfully adapting to changing demands and conditions
- The ability to exhibit impartiality by taking a balanced approach to dealing with conflicting perspectives
- Confidence and preparedness to adapt
- Demonstrated ethical behaviour

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
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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	Foundation
Make Insightful Decisions	Makes considered, ethical and courageous decisions based on insight into the broader context.	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.	Foundation
Digital and Technology Proficiency	Integrates digital and technological developments in the design and delivery of relevant policies, programs and services.	Intermediate
Data Literacy	Utilises diverse data sources to improve the speed and quality of service delivery and decision making processes	Foundation
Knowledge Management	Establishes mechanisms to record and share knowledge and experience to enable the retention and expansion of corporate knowledge.	Foundation
Work Collaboratively	Collaborates with others, demonstrating an understanding of their value to the organisation.	Foundation