



Position Description

Position title:	Certification Engineer (Telematics / EWD)
Entity:	Austroads
Group:	Service Delivery
Job Type:	Full – time (1.0 FTE)
Location:	Austroads Melbourne office
Reports to:	Technical Certification and Assurance Manager
Responsible GM:	General Manager Service Delivery
Direct reports:	Nil
Date reviewed:	11 March 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

Division 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 Certification Engineer will have responsibility for providing engineering support and assistance to the Technical Innovations System Manager as well as having project Management responsibility for the delivery of key projects. The Certification Engineer will extend their support across the full breadth of the programs and functional and technical specifications. In doing so to deliver outstanding performance across all areas to achieve TCA's purpose and function.

Major Responsibilities/ Accountabilities

The role is responsible for:

- Conducting testing of telematics devices, Electronic Work Diaries, On-Board Mass Measurement Systems and other equipment (Hardware and software) in the field and in the Test Laboratory.
- Conducting analysis of hardware when conducting certification, re-certification, audit and type approval activities
- Development and enhancement of test protocols
- Assisting in the development of specialised test equipment and methodologies to test hardware and software
- Data analysis, presentation, and reporting (including development, testing and deployment of processes/scripts for rule-based, descriptive and diagnostic data analysis and reporting)
- Conducting maintenance and enhancement of TCA test assets
- Auditing of electronic equipment to ensure compliance with the clauses contained within the relevant functional and technical specifications
- Liaising with members, NTF stakeholders and EWD stakeholders regarding technical matters
- Assisting in maintaining of NATA accreditation
- Under the direction of Technical Certification and Assurance Manager take leadership in the delivery of projects including full accountability for the quality and timeliness of project tasks
- Identifying and reporting Project risks
- Assisting in scoping, developing and signing off detailed project plans, if and where required
- Conducting written and/or oral reporting on project progress and issues to internal stakeholders and members of the board as required
- Assisting with the on-going support, maintenance and enhancement of the functional and technical specifications, audit program and other associated documents
- Contributing to continuous improvement, identifying ways to enhance value for our members and the public
- Maintaining and adhering to Quality Systems processes and procedures associated with the role
- Project Management of designated projects from commencement to closure
- Developing and maintaining of quality systems, records and technical documentation
- Other duties as directed

Key Stakeholder Interfaces

Internal

- General Manager Operations

- Technical Certification and Assurance Manager
- Engineers
- Project Managers
- Audit Manager
- Strategy and Delivery Division and Corporate Operations Division

External

- Road and transport agencies
- Certified Service Providers, Suppliers and Applicants
- Regulators
- Law enforcement agencies
- Transport operators
- Technical and advisory bodies

The Person

Qualifications, Knowledge, and Experience

The Certification Engineer will possess:

- Educational Qualifications in electronics, mechatronics or computer science from an institution recognised by Engineers Australia
- Excellent written and oral communication skills
- Experience in GNSS
- Experience in general electronics design environment, including microcontrollers, embedded firmware and schematic hardware design
- Knowledge of calibration and operational maintenance of systems based on electronic equipment
- Familiarity with microprocessor interface standards (e.g. I2C, UART, RS232, USB, BLE)

Personal Qualities

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

- strong time management and organisational skills
- well-developed stakeholder engagement and management ability
- a self-starter and willing to take initiative
- working well in a fast-changing environment
- a strong attention to detail
- a desire for continuous learning and professional development

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
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	Intermediate
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