



Position Description

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| Position title: | Project Manager |
| Entity: | Austroads |
| Group: | Strategic Engagement and Performance |
| Job Type: | Full-time (1.0 FTE) |
| Location: | Austroads Sydney or Melbourne office |
| Responsible GM: | GM Strategic Engagement and Performance |
| Direct reports: | None |

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.
- **Strategic content management**
 - 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 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:

- Managing all facets of project management, including the effective planning, delivery and management of projects assigned to the role alongside project owners.
- Managing budgets, scheduling, milestones, deliverables, stakeholder management, risks, procurement and governance and reporting in accordance with the Austroads Project Management Framework (PMF).
- Managing third-party consultants engaged on projects.
- Managing internal and external stakeholders associated with projects assigned to the role, in coordination with project owners.
- Maintaining and adhering to Austroads Quality Systems processes and procedures.
- Contributing to continuous improvement, identifying ways to enhance value for our members and the public.
- Exercising diligence in decision-making, adhering to the Delegations of Authority and related requirements.
- Performing other duties related to the qualifications, knowledge, and experience of the role.

Key stakeholder interfaces

Internal

- General Manager Strategic Engagement and Performance
- Communications and Marketing Manager
- Strategic Engagement Manager
- Manager, Project Management Office
- Subject matter experts
- All staff

External

- Austroads Member agencies
- Contractors, consultants and service providers

The Person

Qualifications, knowledge, and experience

The Project Manager will possess:

- Demonstrated experience as a project manager with appropriate skills, knowledge and qualifications.
- An understanding of project management frameworks and methodologies.
- Relevant tertiary level qualifications in project management (desirable).
- Experience in planning, executing, controlling and closing projects and the ability to manage a project and its components simultaneously with minimal supervision.
- Demonstrated experience in establishing, managing and delivering project outcomes within a structured project governance framework.
- Demonstrated experience in managing third-party contractors, consultants or service providers.
- Demonstrated experience in working collaboratively with internal and external stakeholders.
- 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.

Personal qualities

The Project 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.
- 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.
- Strong interpersonal skills, including within and across project and operational teams.
- Comfort working in an environment which is constantly evolving.

Capability Profile

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| 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. | Intermediate |
| 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. | Intermediate |
| 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 |