



## Position Description

Position title:	Project Coordinator – National Heavy Vehicle Driver Competency Framework
Entity:	Austroads
Group:	Product Development]
Job Type:	Full-time (1.0 FTE)
Location:	Melbourne or Sydney Office
Reports to:	Project Director NHVDCF
Responsible GM:	Chief Executive
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 Project Coordinator is responsible for providing project coordination and support for the Austroads National Heavy Vehicle Driver Competency Framework project. This is a high-profile project agreed by Australia's transport ministers and will involve:

- Enhanced standards for competency and assessment of heavy vehicle drivers
- Introduction of online learning and testing
- New arrangements to bring in experience-based pathways for higher class heavy vehicle licence eligibility
- Exploration of potential new licence eligibility conditions based on driver risk
- Strengthened training provider oversight and support.

### Major Responsibilities/ Accountabilities

The role is responsible for:

- Project scheduling, including progress tracking and revision.
- Project budget monitoring and reporting.
- Project report coordination and quality assurance utilising Austroads project management tools and processes.
- Maintaining quality system processes and procedures.
- Delivering secretariat services for internal and external governance groups, including organising and administering meetings, preparing meeting packs, coordinating input, analysing and disseminating information on activities, and preparing and distributing minutes and actions.
- Coordination activities including:
  - Assisting with procurement documentation and contract management.
  - Assisting with event planning and management of workshops and other stakeholder events.
- Developing and coordinating input into project governance groups, including:
  - Austroads project management groups
  - Implementation group
  - Steering committees.
- Supporting the reporting requirements for all governance activities.
- Undertaking day-to-day administrative requirements and assisting with other Austroads activities as required.
- Contributing to continuous improvement, identifying ways to enhance value for Austroads members and the public.
- Maintaining and adhering to Quality Systems processes and procedures associated with the role.
- Other duties as directed.

## Key stakeholder interfaces

### Internal

- Project Director – National Heavy Vehicle Driver Competency Framework
- Project team members
- General Manager Product Development
- Corporate Services staff, including Contracts Administrator

### External

- State and Territory transport authorities.
- Governance groups

## The Person

### Qualifications, knowledge, and experience

The Project Coordinator – National Heavy Vehicle Driver Competency Framework will possess skills and experience in:

- The application of project management methodologies and practices.
- Project scheduling using Microsoft Project or similar project management tools.
- Project monitoring and reporting.
- Administrative and secretariat functions.
- Project budget monitoring and forecasting.
- A knowledge of government authority processes and procedures would be highly regarded.

### Personal qualities

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

- The ability to determine work priorities and complete concurrent tasks and projects to a high standard within strict deadlines.
- Well-developed written and oral communication skills, as well as negotiation and interpersonal skills.
- Can-do attitude and willingness to learn.
- Strong networking and teamworking skills.
- Strong attention to detail.
- Professional ethics and integrity.
- Comfort working in an environment which is constantly evolving.

### 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
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	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.	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
Stakeholder Management	Identifies stakeholders impacted by decisions. Takes steps to keep interested parties engaged while managing expectations on outcomes.	Foundation
Work Collaboratively	Collaborates with others, demonstrating an understanding of their value to the organisation.	Foundation