

TRANSPORT CERTIFICATION AUSTRALIA POSITION DESCRIPTION

Position Title:	Implementation Manager
Incumbent:	Position Vacant
Reports to:	General Manager Implementation
Direct Reports:	Nil
Date:	October 2015

The Environment

1. Background & Business Environment

Transport Certification Australia (TCA) is a national government body responsible for providing assurance in the use of telematics and related intelligent technologies, to support the current and emerging needs of Australian Governments.

TCA's mission is to provide assurance to governments, industry sectors and end-users in the use of telematics and related intelligent technologies to enable improved surface transport outcomes in productivity, safety and efficiency to be realised.

TCA provides three broad categories of service, providing opportunities to realise positive outcomes through the deployment of telematics and related intelligent technologies:

- **Advice** founded on a demonstrated capability to design and deploy operational systems and services as enablers for reform
- **Accreditation** in the type-approval and certification of systems and services that give confidence to all stakeholders
- **Administration** of programs for, and on behalf of Members and other relevant stakeholders.

TCA upholds and promotes the principles of the Policy Framework for Intelligent Transport Systems in Australia, which has been endorsed by Australian Governments.

2. Our People

TCA promotes a culture of professionalism, innovation and integrity, with a commitment to accountability, quality and excellence in the delivery of all TCA programs and services.

We recognise the unique skills and abilities of each individual, who come from a wide range of disciplines and backgrounds, to become a vital element of the TCA team.

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.

TCA welcomes the opportunity to work with enthusiastic and committed people interested in what is an emerging area of strategic interest for Australian governments and other stakeholders.

3. Implementation of On-Board Mass Type – Approval

Heavy vehicles use On-Board Mass (OBM) systems to monitor the mass of axle groups and their total mass. TCA has undertaken with its government member organisations significant work in researching, trialing and piloting this technology. This has delivered draft collateral and operational learnings. It is the intention for TCA to offer to the market the type-approval of OBM systems.

Significant work has been undertaken in this space. The project entails the completion and implementation of the On-Board Mass functional and technical specification and necessary systems, processes, documentation and resources to perform the type-approval of OBM systems.

For the project, a significant amount of project planning and costing has already been undertaken, such that the project plan is complete. The role of the incoming Project Manager will be to lead and manage the project plan, subject to any refinement and agreement, so that ultimately he/she owns the OBM project plan and fully delivers against it.

The Role

4. Purpose of the Role

The project manager has responsibility for:

- a) refining/planning, tracking and managing the project/s as they are assigned. He/she is responsible for leading to ultimately accomplish the project's objectives. The specific project intended for this position is the 'Implementation of On-Board Mass Type – Approval'
- b) managing the scoping, identification and delivery of maintenance and associated addendums to the Intelligent Access Program (IAP) functional and technical specification
- c) Specification maintenance and enhancement
- d) Other projects may also be assigned as appropriate.

5. Major Responsibilities/ Accountabilities

- Manage the refining/planning, scoping, direction, and delivery of project activities within the framework (resources, timeframe and quality) approved by the General Manager, Implementation and CEO including but not limited to:
 - Implementation of On-Board Mass Type – Approval
 - Scoping, identification and delivery of maintenance and associated addendums to the Intelligent Access Program (IAP) functional and technical specification
- Manage project tasks including financial and consultants, budgets and quality standards with particular regard to information management and intelligent transport system strategies, standards, methodologies and the interfacing of systems, privacy and the management of intellectual property.
- Direct the project to ensure that objectives are achieved efficiently and effectively. The project manager will lead and perform activities which include planning, scheduling, tracking, managing and communicating internally and externally to all stakeholders.

Initiating:

- Clearly identify the scope of the project within the project plan
- Adopting the TCA project management approach and associated monthly reporting to be used on the project.

Planning:

- Identify all the work required to fulfill the scope.
- Create an integrated project schedule with assigned resources.
- Adopt the project budget.

- Get management approval of the project plan.

Execution, Tracking, and Control

- Manage project schedule and task details utilizing project management tools such as reports, issues and risk registers, tracking charts, checklists, and project scheduling software.
- Communicate to the team, management, partners and suppliers.
- Manage proposed changes to project parameters.
- Monitor and be accountable for the quality of project deliverables and ensure project objectives are met.

Closeout

- Manage the handover of project deliverables to stakeholders including TCA Operations Division and externals.
- Provide advice and support to TCA to ensure a high standard of financial accountability and performance. As part of this role manage the financial positioning of the project to enable quality delivery of products and services.
- Manage the provision of all contract expertise.
- Work with public and private sector stakeholders to ensure project and industry initiatives support the development and implementation of strategies and policies that enhance both access to, and quality of, project outcomes.
- Provide a high-level coordination role to various project steering and reference groups, including the establishment of strategic alliances and the management of key stakeholder groups.
- Manage and coordinate the development of any public / private partnerships associated with TCA projects within both a national and international context.
- Work with the Strategic Development Division to develop communications plans and material.
- To maintain and adhere to Quality Systems processes and procedures associated with your role.

6. Key stakeholder interfaces

Internal

- General Manager, Implementation and CEO will provide broad guidance on strategic direction.
- Legal, Communications and Technical Staff – liaison with staff in other divisions as required.

External

- Telematics Service Providers, On-Board Mass System Providers
- Road Transport Agencies
- Contractors and consultants providing specialist support
- General stakeholders from time-to-time
- Liaison groups (e.g. government and telematics industry group), to ensure appropriate liaison within key stakeholders.

7. Major Challenges of the Role

Challenges associated with the position include:

- Managing the stakeholders, and TCA corporate management group
- managing other industry stakeholders, to lead open communication and gain their full commitment and support
- to successfully identify and utilise, all resources, both internal and external, available to TCA to deliver a successful project outcome for TCA.

8. Decision Making

The Project Manager will receive broad guidance and strategic direction from the General Manager Implementation and CEO. Within this framework, the Project Manager is expected to operate autonomously in regard to:

- Managing all aspects of Project/s
- Engagement and coordination of consultants, contractors and equipment
- Managing project resources, including budget control and consultants
- Ensuring procedures and processes are maintained and up to date.

The Person

9. Qualifications, Knowledge and Experience

Personal attributes sought include acting with integrity, projecting a professional image, valuing and respecting people, actively practicing teamwork and being focused in providing quality services. Additionally, in order to undertake the role successfully, the Project Manager will possess the following attributes:

- Mechanical engineering or other suitable tertiary level qualification with at least 10 years of relevant experience
- Demonstrated ability to manage and deliver complex projects. Experience with projects that have significant impacts on Government policy and industry direction would be highly regarded. Experience in applying innovative and emerging technologies to assist in the resolution of complex problems
- Demonstrated project management skills to manage human, physical and financial resources; and develop and maintain project plans and associated documents.
- Demonstrated sound judgment and analytical / evaluative skills. The ability to resolve complex conceptual issues in line with the policy guidelines of Government at a local, state, and national level would be highly regarded.
- Knowledge of strategic, policy and technical issues in the context of Intelligent Transport Systems, preferably with knowledge of the national and international agenda.
- Effective consultation and negotiation skills. Experience in the application of these skills at a national and/or multi-agency level, and in facilitating cooperative outcomes with industry and other stakeholders would be highly regarded.
- A sound knowledge of, or the ability to rapidly acquire a sound knowledge of, the political, legislative and administrative environment in which the national transport reform process operates.