

## TRANSPORT CERTIFICATION AUSTRALIA POSITION DESCRIPTION

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<b>Position Title:</b>	<b>Senior Project Manager, Implementation of the TCA System Manager function of the Electronic Work Diary</b>
<b>Incumbent:</b>	<b>Position Vacant</b>
<b>Reports to:</b>	<b>General Manager Implementation</b>
<b>Direct Reports:</b>	<b>Project specific staff</b>
<b>Date:</b>	<b>October 2015</b>

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### 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 the TCA System Manager function of the Electronic Work Diary**

An EWD is a system for recording the work and rest times of a heavy vehicle driver. The EWD is at its core a transport safety reform also providing for improved productivity, given effect and enabled through the advances in telematics.

TCA has prepared the Detailed Project Management Plan (DPMP) for the Implementation of the EWD in accordance with the direction from the National Heavy Vehicle Regulator (NHVR).

At the broad level the NHVR has accountability and responsibility towards the transport industry which is inclusive to transport operators and drivers. TCA has accountability and responsibilities towards the telematics applicants and EWD Service Providers.

For the project, a significant amount of project planning and costing has already been undertaken, such that an agreement has been reached between the National Heavy Vehicle Regulator (NHVR) and TCA. The role of the incoming Project Manager will be to undertake the management of the Project Plan, subject to any refinement and agreement, so that ultimately he/she owns the Project Plan and fully delivers against it.

#### **The Role**

#### **4. Purpose of the Role**

The project manager has primary responsibility for refining/planning, tracking and managing the project/s as they are assigned. He/she is responsible for leading the team to ultimately accomplish the project's objectives. The specific project intended for this position is the 'Implementation of the TCA System Manager function of the Electronic Work Diary' as detailed in the DPMP. 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.
- 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.
- Hold accountability as TCA's representative in establishing effective liaisons with NHVR, road transport agencies, Police forces, industry groups and technical standards bodies to ensure co-ordination and integration between TCA projects and with other national or local projects.
- 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 DPMP.
- Form an appropriate core project team for the project.
- Adopting the TCA project management approach and associated monthly reporting to be used on the project.

Planning:

- Work with the team to 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, Strategic Development and Technical Staff – liaison with staff in other divisions as required.

### *External*

- Telematics Service Providers
- NHVR, Road Transport Agencies, Police forces, NTC
- Transport Operators, Drivers
- Liaison groups (e.g. government and telematics industry group), to ensure appropriate liaison within key stakeholders.

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## 7. Major Challenges of the Role

Challenges associated with the position include:

- Managing the stakeholders, the EWD Steering Committee 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 assigned projects
- 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 (Key Selection Criteria)

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:

- Suitable tertiary level qualifications 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.
- 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 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.
- Experience in applying innovative and emerging technologies to assist in the resolution of complex problems.
- 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.