

## TRANSPORT CERTIFICATION AUSTRALIA POSITION DESCRIPTION

---

**Position Title:** Technical / Document Writer

**Incumbent:** Position Vacant

**Reports to:** General Manager Operations

**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.

---

## **The Role**

### **3. Purpose of the Role**

The Technical / Document Writer is responsible for developing from concept to completion the core requirements to ensure reliability, integrity and security for TCA initiatives and coordinating the implementation of required changes to existing technical documentation.

The Technical / Document Writer will work with domain experts to translate functional and technical requirements in a standardised manner, ensuring each specification is written according to the established TCA style.

### **4. Major Responsibilities/ Accountabilities**

- Maintain clear communication with the project team to determine the appropriate functional and technical requirements
- Take a cross-initiative perspective in developing and maintaining technical documentation
- Develop and maintain content
- Make recommendations to the project manager and General Manager Operations
- Work interactively with other Document Writers and Editors to ensure consistency
- Maintain appropriate document and quality control.
- To maintain and adhere to Quality Systems processes and procedures associated with your role.

### **5. Key stakeholder interfaces**

#### ***Internal***

- General Manager, Operations
- Project Managers (where relevant)
- Operations staff
- Quality Systems Administrator
- Domain Experts and Engineers

#### ***External***

- Industry experts, including specification writers and editors

### **6. Major Challenges of the Role**

- Maintain all supporting information that defines the identified specification requirements
- Accurately and consistently translate the functional and technical information into requirements, ensuring it meets the intended purpose
- Display leadership in developing and maintaining TCA's suite of specifications / technical documents
- Develop specifications that are used in a regulatory environment
- Engage positively with a rapidly expanding environment
- Take strategic direction and work autonomously.

## **The Person**

### **7. Qualifications, Knowledge and Experience**

- Relevant tertiary qualifications and a minimum of 15 years specification writing experience
- A demonstrated record of developing and managing functional and technical documentation
- Proven knowledge of policies, procedures and standards pertaining to the provisioning of technical services in a regulated environment
- Impeccable written and verbal communication skills
- An eye for detail and drive for perfection
- Proven record of working within a project environment focused on delivery, ensuring quality, time and budget objectives are achieved
- Ability to work closely with others in a demanding environment to strict deadlines
- Computer literacy
- Experience with initiatives that significantly impact government policy and industry direction would be advantageous.