



Position Description

Position title:	Senior 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:	Project Coordinator
Date reviewed:	October 2025

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.
- **Publications and knowledge assets**
 - 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 Senior 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 multiple Tier 2, 3 and 4 projects simultaneously.
- Driving project outcomes, including:
 - Defining project objectives, scope, activities, deliverables, roles and responsibilities, and resource requirements.

- Developing documentation including, but not limited to business cases, project proposals, RACI, project plans, project schedules, governance reporting packs, resource impact, analysis (effort/cost estimations), cashflow forecast / actuals, project change requests, project change, risk and issue logs.
- Managing, tracking and preparing project status reports on schedule, budget, scope, quality, risks/issues, dependencies, project change requests according to project plan.
- Recruiting and managing of resources, updating and finalising contracts with consultancy service providers.
- Proactively managing budgets, scheduling, milestones, deliverables, stakeholder management, risks, procurement and governance and reporting in accordance with the Austroads Project Management Framework (PMF).
- Processing invoices for consultancy services against approved contracts.
- Managing all facets of project management, including the effective planning, delivery and management of projects assigned to the role.
- Managing third-party consultants engaged on projects, including the negotiation of project scope, budget and scheduling, and the management of constraints and dependencies.
- Managing internal and external stakeholders associated with projects assigned to the role, in coordination with project sponsors and Project Control Group members.
- Managing Project Control Group and/or Steering Committee meetings associated with projects managed by the role.
- Providing leadership, development and supervision for the Project Coordinator
- 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
- Other AEG members
- Communications and Marketing Manager
- Publications and Knowledge Assets Manager
- Strategic Engagement Manager
- Business Integration Manager
- Project Management Office Coordinator
- Subject matter experts
- All staff

External

- Austroads Member agencies
- Relevant stakeholders
- Contractors, consultants and service providers

The Person

Qualifications, Knowledge, and Experience

The Senior Project Manager will possess:

- Demonstrated significant experience as a project manager with appropriate skills, knowledge and qualifications, and the ability to manage multiple projects simultaneously
- Experience with 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.

Personal Qualities

The Senior Project Manager will possess:

- Proven ability to work independently and a capacity to meet challenges through the application of personal initiative and development of innovative options and solutions 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.
- Ability to negotiation and manage conflicts arising from project management activities.
- Excellent time management skills and the ability to manage multiple Tier 2, 3 and 4 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.
- Comfort working in an environment which is constantly evolving.
- Ability to provide direction to support staff.

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.	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.	Advanced
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.	Advanced
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.	Advanced