

# Position Description

## Project Manager Performance Based Standards (PBS)

6 May 2021

<b>Title</b>	Project Manager Performance Based Standards (PBS)
<b>Reports to</b>	Program Director Productivity Enhancements
<b>Direct reports</b>	2
<b>Division</b>	Regulatory Policy & Standards
<b>Job type</b>	Temporary until 30 June 2022
<b>Annual base salary</b>	\$131,362.88 per annum (excluding superannuation)
<b>Location</b>	Newstead QLD
<b>Closing Date</b>	Friday 21 May 2021 at 5.00pm AEST

### Who is the National Heavy Vehicle Regulator?

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. Located in Brisbane, the NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia.

### What is important to us?

At the NHVR our workplace values set the tone for our organisational culture:

- People matter
- Customer first
- We add value
- Strong partnerships

We value staff with a genuine belief in the work they do and the benefit it will bring. We aim to develop a supportive work environment which we believe will be achieved by a focus on professionalism, teamwork and collective values.

### What do we expect of our employees?

The NHVR is seeking an individual who:

- Is committed to meet and exceed the expectations of our clients and stakeholders
- Is energised by identifying new approaches and solutions
- Is innovative in addressing day-to-day challenges
- Is supportive towards colleagues and contributes towards making their workplace an enjoyable place to be

### Commitment to safety, diversity and anti-discrimination

The NHVR is committed to providing a safe, forward-thinking and tolerant work environment. Diversity within our workforce is valued as being representative of the standards, values and diversity within the community and clients we serve.

## Environment

Through leadership and influence, the NHVR administers a national system that delivers consistent and streamlined regulatory services and administration to the Australian heavy vehicle road transport sector, reducing regulatory burden whilst enabling greater safety and productivity.

The Regulatory Policy & Standards Division sets regulatory strategy, policy and standards, setting desired outcomes. From this, standards are determined and subsequently delivered through operational activities to allow NHVR outcomes to be achieved. The function also undertakes assurance activities to ensure the continuous improvement of the regulatory program to enhance the safety and productivity of the Industry.

## Primary Objective

Manage the Performance Based Standards (PBS) Review projects including ensuring heavy vehicle related projects are delivered on time and within budget using a combination of best practice project principles and methods that suit the regulatory environment.

## Key Responsibilities/Accountabilities

- Deliver the PBS Reform project activities related to the NTC Marketplace Review, specifically the nine work packages across the certification, standards and access streams;
- Deliver and follow through with projects plans including budgets, resource management and risk management;
- Monitor progress of projects to ensure milestones and performance indicators are met and prepare project status reports for the Executive, relevant steering committees and ministerial councils;
- Undertake post-implementation reviews and reporting;
- Investigate and negotiate change proposals with the relevant stakeholders;
- Develop, implement and maintain a framework and methods for effective communication to inform and engage relevant stakeholders;
- Communicate with key stakeholders and decision-makers;
- Resolves issues to ensure progress is maintained;
- Assure the quality and timely delivery of products and outcomes by vendors where appropriate;
- Establish and manage contracts with vendors both for the implementation activities an ongoing delivery of support activities where applicable;
- Comply with all NHVR policies and procedures;
- Other duties consistent with the classification for this position as required;
- Adhere to all NHVR policies and procedures to ensure compliance with NHVR internal processes; and
- Comply with WH&S policies and procedures and contribute and promote a safe and healthy work environment.

## Skills and Capabilities

- Demonstrated knowledge of PBS vehicles and the related PBS standards;
- Demonstrated ability to learn new, complex and technical subject matters in support of project delivery;
- Highly developed analytical, problem solving and organisational skills with an ability to meet priorities, competing deadlines and use of sound judgement in decision making;
- Demonstrated proven experience in the successful delivery of projects (ie. to time, quality and budget);
- Demonstrated strong communication skills including an ability to identify key issues and risks and articulate them appropriately within test reports or briefs;
- Demonstrated high level of interpersonal, negotiation and communication skills, both written and oral, including demonstrated ability to liaise effectively with internal and external key stakeholders; and
- Demonstrated ability to work as part of a team of people to provide consistent, responsive and high-quality advice and project support.

## Qualifications and Experience

### Highly Regarded:

- Graduate qualifications and relevant experience in project management or an equivalent combination of experience and education/training;
- Extensive experience in project management including completing multiple projects on time, within budget and delivering high quality outcomes.
- Experience and prior working knowledge of the heavy vehicle industry and the NHVR will be highly regarded
- Extensive experience in policy development and preparation of complex technical material.
- Tertiary technical qualifications or equivalent work experience in the heavy vehicle industry.
- Experience in vehicle design and construction, preferably relating to PBS vehicles.