# Program Support Advisor (ROAR)

## About the role

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| **Team** Group of men outline | Intelligent Transport Systems & Electrical (Maintenance and Delivery), Statewide Network Operation Branch, Infrastructure Management & Delivery Division |
| **Salary range and classification** | Per annum – $101,576 to $110,402 Per fortnight – $3,893.40 to $4,231.70Plus super and leave loading benefits. Classification level - AO5 |
| **Employment type** | Full time, permanent |
| **Contact officer** | Adam Currie, Director (ITS&E Maintenance and Delivery) – phone: (07) 4639 0630 |
| **Primary location** | Flexible - Cairns, Townsville, Mackay, Rockhampton. Bundaberg, Toowoomba, Brisbane, Gold Coast or Sunshine Coast  |
| **Reporting** | Reports to Manager (ITS&E Maintenance and Delivery)Direct reports – Nil |
| **Job ad reference no**  | QLD/576001/24 |
| **Closing date** | Wednesday, 17 July 2024 |

## Why join TMR?

Transport and Main Roads' (TMR) vision is to create a single integrated network accessible to everyone. We are delivery focused, united by our purpose to make a difference to the lives of Queenslanders.

Every day is different and so are our teams. We foster an inclusive workplace culture and will support you to grow and develop in your career while maintaining a healthy work-life balance.

TMR is committed to reconciliation and creating a workplace that empowers Aboriginal peoples and Torres Strait Islander peoples to thrive.

We strongly encourage applicants from all life experiences and backgrounds to apply.

Please tell us about any additional support or adjustments, such as interpreting services, physical requirements, or assistive technologies, that will better enable you to shine during the recruitment process.

## About us

The Statewide Network Operations (SNO) Branch is a newly established branch within the Infrastructure Management and Delivery Division accountable for the road operations lifecycle. The objective of SNO is to operate and optimise the road network to safely and efficiently move people and goods.

## Key responsibilities

The purpose of the Senior Program Support Officer (ROAR) is to ensure quality Road Operations Asset Register (ROAR) data to inform the needs of the network with a high level of confidence for future SNO works programs.

Some of your responsibilities will include:

* Co-ordinate and facilitate the statewide data collection, storage, reporting, distribution and auditing of ROAR to ensure quality, currency and integrity of the data.
* Establish and maintain professional relationships and consult internal stakeholders within Statewide Network Operations (SNO) and Program Delivery and Operations (PDO) to determine the business needs to be met from the asset information system.
* Analyse and interpret technical, design and engineering documents/plans including as-constructed drawings to collect and identify asset information.
* Analyse, interpret and report on complex ITS and electrical asset information using a range of reporting tools (for example, complex system reports, spreadsheets, charts and maps).
* Coordinate field audits to confirm data within the ROAR database is accurate and correct.
* Coordinate and facilitate the delivery of ROAR database training and support including associated documentation, as required.

## About you

We recognise and celebrate that everyone is unique and seek the applicant best suited to the role. We will assess your experience, knowledge and acquired skills, as well as your potential for development and your personal qualities. To thrive in this role, you will need to demonstrate the following:

### Mandatory qualifications and conditions

* Current “C” class drivers’ licence
* Intra-state travel may be required for this role
* Prior knowledge of ROAR or an ARMIS database suite is desirable but not essential

### Requirements of the role

* Relationship building - ability to work with others to drive quality outcomes
* Communication skills - high-level written and verbal communication skills to enable effective communication with team members and other areas within TMR
* Technology and data - ability to use data and leverage technologies to achieve operational efficiencies
	+ Analytical methods - applies advanced methodologies to derive analytical results from data to assist others
* Data management - organises and updates information and data to maintain quality and integrity for reporting and business decision making

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| **Important information for applicants** | Recommended applicants will be subject to pre-employment checks before an offer of appointment. Refer to the Applicant guide for more information. |
| **How to apply** | Please provide a cover letter your along with your CV or resume via [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au). If you are invited to an interview, please bring evidence of your right to work in Australia and any mandatory qualifications with you. |



The Queensland Government is reframing its relationship with Aboriginal peoples and Torres Strait Islander peoples.

This can only be achieved by working in partnership as we move forward together with mutual respect, recognition, and a willingness to speak the truth about our shared history.

At TMR, we value the relationships and contributions Aboriginal peoples, and Torres Strait Islander peoples make to our diverse and inclusive workforce and the people of Queensland.