



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title
Technical Writer

Level
6

Position Number
35801

Division/Directorate
Major Projects

Branch/Section

Effective Date
January 2020

Health Task Risk Assessment Category
5

Reporting relationships

Superordinate: Executive Director, Major Projects, Class 2

Subordinates: No Direct Reports

Key role of this position

Provides technical writing expertise and drives the quality of Major Projects Division's controlled documentation. The position develops and edits documentation in consultation with the technical expert whilst maintaining clear document standards.

Core duties and responsibilities

Leadership

- Identifies and implements effective strategies to continually improve the technical writing capability of the Division.
- Drives and shapes the adherence to quality principles and processes relevant to technical documentation across the Division.

Communications and Technical Writing

- Leads, edits, writes and reviews high quality technical documentation, interpreting technical concepts and information into a form understood by various stakeholders.
- Interviews and works collaboratively with subject matter experts to determine documentation requirements to clarify technical concepts.
- Develops and maintains the Division's controlled documentation standards.
- Provides professional leadership and participates in working groups and meetings to drive the continuous improvement of quality documentation.
- Increases Divisional awareness of the document hierarchy and establishes clear document interfaces to ensure the accuracy of documents is maintained.

Reporting

- Compiles reports related to Divisional procedures and other documents; ensuring that reports and advice are undertaken within the prescribed framework in accordance with standards.
- Assists in the preparation of Executive briefing papers on business analysis and improvements as required.

Other

- Other duties as required.

SELECTION CRITERIA

1. Core Competencies

- Holds a tertiary qualification in English Language, Engineering or any other relevant discipline.
- Extensive technical writing skills and comprehension ability.
- Strong experience in writing and editing a range of high level technical documentation to a publishable standard.
- Experience in interpreting operational manuals, design specifications and technical documentation.

2. Communication and Interpersonal

- Strong interpersonal skills including the ability to work collaboratively with key stakeholders.
- Excellent written and verbal communication and presentation skills including advanced skills in editing and writing technical content for non-specialists.

3. Conceptual, Analytical and Problem Solving

- Good analytical and conceptual skills including a sound understanding of publications development principles.

4. Organisation

- Proven ability to plan and manage workload priorities, work under pressure to tight deadlines, and deliver quality outputs.

5. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date

