

Position description

Position	Senior Environmental Project Specialist
Group	Property Group
Reports to	Environmental Programs Manager
Location	1010 La Trobe Street Docklands Victoria
Date	17 Oct. 18 2018

Our organisation

VicTrack owns Victoria's transport land, assets and infrastructure and works to protect and grow the value of the portfolio, to support a thriving transport system, and make travel and living better for Victorians.

With much of the asset portfolio dedicated to transport – our lands, infrastructure, trams and trains, and telecommunication networks – our focus is strategic asset management and supporting the delivery of better transport solutions. With a strong commercial focus we invest back into transport and communities, and support other non-commercial activities like community projects and environmental and heritage preservation.

Our core functions

Victoria's *Transport Integration Act 2010* sets out the objectives for each transport sector agency, and as the asset owners, our role is to manage the assets consistent with transport system objectives. Our core functions include:

- Telecommunication services and network infrastructure that supports public transport
- Managers of land set aside for transport purposes, including the development and sale of land no longer required for transport
- Project management and civil engineering services for rail infrastructure upgrades
- Transport facilities and asset management, including the open access Dynon Rail Freight Terminal and heritage, buildings and environmental preservation

Our business groups

Our business is made up of three specialist delivery groups including Property, Telecommunications and Project Delivery, which are supported by the Office of the Chief Executive and Business Services. Each delivery group provides various disciplines in assets management and service delivery.

Our vision

To grow as a commercially sustainable corporation that supports the delivery of government policy and achieves triple bottom line outcomes through a strong commercial focus and environmental sensitivity and provides a range of social benefits to Victorian communities.

Our vision

To improve the value of assets that VicTrack manages for the state and deliver a range of commercial services and projects that improve Victoria's transport system and contribute to the state's liveability and sustainable economic development.

Our values

- Respect
- Professionalism
- Achievement
- One team

Dimensions

Reporting Relationships

The Senior Environmental Project Specialist reports to the Environmental Programs Manager, whom reports to the Group Manager Environment.

Budget

The Senior Environmental Project Specialist is responsible for forecasting and managing environmental projects budgets.

Purpose of the position

The Senior Environment Project Specialist is responsible for the delivery of VicTrack's environmental projects to support the organisation's operational environmental risk management programs.

The Senior Environment Project Specialist provides advice and support across the areas of land contamination, flora and fauna, and cultural heritage, as well as corporate sustainability and general environmental management as appropriate.

The Senior Environment Project Specialist liaises internally with VicTrack businesses regarding environmental issues, and externally with government agencies and the general community through various meetings, consultative groups and forums.

Key accountabilities/functions

- Mitigating or minimising non-compliance with environmental laws.
- Assist with the identification of environmental risk for the organisation and develop appropriate mitigation measures (as appropriate).
- Provision of environmental advice on internal and external projects on environmental issues and risk, including land management processes and requirements, to ensure VicTrack's interests are maintained.

- Provision of expert advice across all VicTrack business areas to ensure environmental sustainability is considered in day to day business.
- Undertaking inspections of VicTrack sites across Victoria, to assist with the identification and mitigation of environmental issues, as required.
- Support the ongoing implementation of VicTrack's environmental management programs across all business areas.
- Managing environmental projects.
- Monitoring and managing environmental project budgets.
- Contractor management.
- Contribute to organisational awareness on environmental sustainability.
- Foster interagency and intergovernmental relationships on environmental matters.
- Representing VicTrack on external committee, forums and consultative groups as required.
- Assisting with the collection, review and reporting on environmental information and making recommendations for environmental improvements.
- Continual review and development of organisational environmental sustainability policies and procedures, where required.

Customer focus

At VicTrack we require staff to practice Customer Focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting their needs. This is about listening to customers regarding their expectations and focusing on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

This position has organisational responsibility to ensure our collective approach to a customer centric approach is delivered, managed and monitored.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with Occupational Health & Safety Act in regard to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Safely Accessing the Rail Corridor

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, shall:

- Be responsible for their actions where those actions can in any way affect or compromise railway safety;
- Be aware of the railway safety requirements associated with their duties and responsibilities;
- Take whatever action is possible to prevent the occurrence of unsafe conditions and / or incidents;
- Report any railway safety problems / hazards of which they become aware to the Group Manager Safety.

Individual attributes

Qualifications

- Tertiary qualifications in Earth Sciences, Engineering or Environmental Science

Knowledge & Experience

- Proven experience in one or more of: contaminated land management and remediation; and/ or general environmental management.
- A demonstrated and applied understanding of environmental and related legislation.
- Demonstrated project management experience.
- Demonstrated experience in working with community stakeholders and community groups is desirable.
- A demonstrated understanding of risk management practices / processes is desirable.

Skills

- Excellent interpersonal and relationship management skills.
- Highly developed oral and written communication skills.
- Self-motivated and the ability to show initiative.
- Ability to think innovatively and commercially.
- Organised and team oriented.

Interpersonal and Other Features

Internal Relationships

- Environmental Services Group members.
- VicTrack staff.

External Relationships

- State government entities (eg. EPA, DTPLI, PTV, DEPI, DELWP, CFA).
- Rail industry (e.g. Rail operators / Franchisees).
- Local government.
- Community groups.
- Professional consultants and contractors.