

Position description

Position	Asset Engineering Manager
Group	Property
Reports to	Group Manager Infrastructure
Location	1010 La Trobe Street Docklands Victoria
Date	April 2019

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 mission

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 Asset Engineering Manager reports directly to the Group Manager Infrastructure.

Budget

Manages revenue from access to VicTrack vacant land.

Other

Purpose of the position

The Asset Engineering Manager is responsible to provide leadership to the Infrastructure team in support of providing technical support and engineering solutions and advice to the team, the Property Group, VicTrack and other external organisations. The role contributes to infrastructure projects by the application of professional expertise, and influencing decisions so they align to VicTrack's strategy and agenda.

Key accountabilities/functions

- Provide leadership and support to the infrastructure team to build capability and deliver the team's objectives;
- Provide specialist engineering advice to the Property Group in relation to infrastructure projects;
- Direct responsibility for the implementation of field assessments of buildings, bridges, drainage systems and other structures to ensure these are undertaken and the best course of action taken to manage risk;

- Provide timely and accurate review and feedback on land sales application, leasing application and third party utility applications on behalf of the Infrastructure Team;
- Represent the Infrastructure Team on Property Development working groups
- Represent VicTrack on State Project stakeholder groups, design workshops and risk workshops influencing decisions so they align to VicTrack's Property strategy and agenda
- Review design documentation to ensure it adheres to VicTrack's requirements from concept to handover for State Projects
- Oversee the management of VicTrack's surplus materials left over from Major Projects;
- Project manage minor to medium sized projects including scoping, procurement, risk management, delivery and close out and review to drive continuous improvement and achieve the project outcome within time and budget expectations, including preparation and management of contracts and tenders;
- Oversee the investigation of third party claims for damages in relation to incidents on VicTrack land and assets
- Represent VicTrack on committees aimed to develop design standards and uphold compliance to standards
- Manage access to VicTrack vacant land including management of risk
- Review third party planning application adjacent to VicTrack land and provide planning conditions to protect VicTrack's interests to the VicTrack Planning Manager
- Review design documentation for third party developments in the vicinity of the Melbourne Underground Rail Loop (MURL) and assess the effect of the development on MURL assets under section 54 of the Transport (Compliance and Miscellaneous) Act 1983
- Respond to customer enquiries in relation to VicTrack assets, third party assets on VicTrack land, as-built drawings, standards and ownership and maintenance responsibilities
- Assist in the preparation of briefings and letters for Ministerial enquiries
- Manage relationships with external partners engaged on infrastructure projects e.g. councils, other government agencies, rail operators;
- Provide input in the development and management of budgets.

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 a discipline relevant to the construction environment and/or 10+ years proven experience in this field
- Drivers' license is mandatory
- Qualified Train Track Safe working Co-coordinator, Level 3 an advantage

Knowledge & Experience

- Sound negotiating skills and ability to resolve conflicting project requirements
- Detailed understanding of material requirements, supply procedures and basic estimating principles applicable to maintenance and construction work
- Proven ability to work with multiple stakeholders to achieve project outcomes
- Working knowledge of the Occupational Health and Safety Act
- Experience in railway engineering and/or municipal engineering is desirable
- Working knowledge of asset management systems
- Project management capability – to drive projects from scope to completion within budget/time

Skills

- Excellent verbal and written communication skills
- Prioritisation skills
- People management skills
- Ability to develop Access databases
- Ability to identify, analyse and solve problems
- Ability to work unsupervised and as part of a team
- Exhibit personal commitment to customer service

Interpersonal and Other Features

Internal Relationships

- VicTrack management and staff

External Relationships

- VicRoads
- Local councils
- Power authorities
- Telecommunications authorities
- Rail service providers