

Position description

Position title	Property Project Specialist
Position number	201072
Classification level	D
Group	Property
Reports to	Asset Maintenance Manager
Location	1010 La Trobe Street Docklands Victoria
Date	August 2023
Tenure	Full-time Permanent

Our organisation

VicTrack owns Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack's Telecommunications Network is deemed 'vital critical infrastructure' – being of state significance and therefore critical to the continuity of the supply of essential services to the state, and to the overall economic and social wellbeing of Victorians.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

Our business groups

Our business is made up of three specialist delivery groups – Property, Telecommunications and Project Delivery – supported by Business Services and the Office of the Chief Executive.

Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

Dimensions

Reporting relationships

This position reports to the Asset Maintenance Manager.

Budget

Projects will range from single and/or multiple projects which will have small to medium value to Property.

Other

N/A

Purpose of the position

The Property Project Specialist will be responsible for planning and overseeing projects to ensure they are completed in a timely fashion and within budget. This role will provide effective control of the scope, design, construction and handover of projects within the Property Group.

Key accountabilities/functions

- Drive project delivery relating to the planning, design, procurement, construction, supervision, surveillance, policing and administration of VicTrack assets alongside the Asset Maintenance Manager.
- Coordinate and capture risks using a risk register to ensure risk identification and mitigation strategies are implemented. This includes, but is not limited to financial, OH&S, business continuity and rail safety risks to protect critical infrastructure.
- Manage and effectively communicate the reporting on project status, scope, budget, schedule and risks to the team, internally within VicTrack, and externally to the client as required to ensure project governance and a management control framework enabling effective decision making.
- Ensure that the projects adhere to the compliance, guidelines and processes required by law, by the client and by the rail operator (e.g. statutory requirements, ARO T-minus process).
- Effectively coordinate and contribute to the management of external functions, stakeholders and vendor relationships for projects being managed.
- Provide safety leadership on projects, ensuring that contractors and their staff are fully aware of and comply with health and safety policies, directives and statutory requirements.
- Manage contracts with consultants, designers, contractors and equipment suppliers to achieve the project objectives, along with managing variations with Procurement where required. Upfront contract negotiation is the accountability of, and managed by procurement.
- Contribute to continuous improvement by identifying patterns of issues across multiple projects, and escalating and/ or resolving as appropriate.
- Manager relating to asset management and asset maintenance for VicTrack assets.

Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

Safety and environmental responsibilities

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

Rail safety

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

- 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 unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

Individual attributes

Qualifications

- Formal qualifications in a relevant discipline (i.e. project management, construction management or equivalent) [mandatory]
- Current Rail Industry Worker Qualifications [desirable]
- Current Victorian driver licence [mandatory]

Skills and abilities:

- Experience and knowledge in project management
- Rail safeworking knowledge and understanding on delivering projects in a rail environment highly desirable
- Establishment of project requirements, stakeholder sponsorship and funding
- Experience building and maintaining relationships (including team members) across different locations, levels and divisions
- Experience and knowledge in managing contracts and managing project finances
- Experience and knowledge of managing stakeholders
- Knowledge of OH&S legislation, regulations and codes of practice, quality standards, environmental legislation and other associated legislative requirements
- Excellent organisational skills and the demonstrated ability to respond to changing priorities and demands
- Excellent verbal, written and presentation skills

Interpersonal and other features

Internal relationships:

- All of VicTrack, primarily Property Group

External relationships:

- Department of Transport and Planning
- MTM, V-Line & ARTC
- Other agencies as required
- Community groups and stakeholders