

Position description

Position title	Asset Management Senior Specialist
Position number	201170
Classification level	E
Group	Strategy and Transformation
Reports to	Group Manager Asset Management
Location	1010 La Trobe Street, Docklands
Date	October 2024
Tenure	Permanent full-time

Our organisation

VicTrack is custodial owner of 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 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 two specialist delivery groups – Property and Telecommunications – supported by Corporate Services, Strategy & Transformation 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 will report to the Group Manager Asset Management.

Budget

N/A

Purpose of the position

The Asset Management Senior Specialist is a highly experienced asset management professional, responsible for asset management maturity uplift and compliance activities. The Asset Management Senior Specialist works alongside the accountable Group Manager Asset Management to lead VicTrack’s strategic asset management initiatives, and drive the continuous improvement, performance, organisation-wide awareness and adoption of our asset management system.

The Asset Management Senior Specialist is a leader adept at working organisation-wide to help balance asset costs, risks, and performance to achieve desired objectives, ensuring a collaborative and cohesive approach across our diverse range of assets and various business groups.

Key accountabilities/functions

- Lead the identification, scoping, prioritisation, and implementation of asset management capability uplift activities across the organisation to support VicTrack in achieving and maintaining its status as a competent asset manager.
- Develop, maintain, and implement VicTrack's Strategic Asset Management Plan (SAMP), ensuring its alignment with our corporate plan, and that it is appropriately developed in conjunction with relevant internal stakeholders.
- Undertake annual reviews and report on the application of compliance and maturity against the mandatory requirements of the Asset Management Accountability Framework (AMAF) for VicTrack's controlled and devolved assets, coordinating with internal business groups and external stakeholders, including the Department of Transport and Planning, as required.
- Plan, coordinate and report on enterprise-wide asset management maturity assessments at least every three years, as required under AMAF, using outcomes to inform the capability uplift activity program.
- Identify, develop, introduce and maintain necessary elements of VicTrack's enterprise asset management system, prioritised on a risk-informed basis.
- Identify and contribute to the management of strategic asset management risks as appropriate and in partnership with business groups and other transport family stakeholders.
- Support business groups with the development of their asset management plans, capabilities and portfolio specific asset management system elements, providing internal advisory as the key VicTrack asset management subject matter expert and ensuring appropriate linkage to the overarching enterprise elements.
- Support the Secretariat of the Asset Governance Committee (AGC) in the performance of their function.
- Engage and develop relationships with internal stakeholders, and provide specialist expertise to drive asset management capability uplift and culture across VicTrack.
- Represent VicTrack at relevant asset management forums, committees and other meetings as required, reporting back via the AGC as appropriate.

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

- Graduate and/or post-graduate education, certifications, and accreditations relevant to the asset management discipline (essential)
- Membership of relevant professional associations (desirable)

Knowledge and experience

- Proven track record of at least 10 years in asset management roles, with a focus on capability maturity
- Asset management experience across a range of asset classes, such as property, telecommunications and rail
- Strong understanding of asset management fundamentals and principles, including maintenance strategies, performance monitoring, and risk management
- Comprehensive understanding of Department of Treasury & Finance's AMAF
- Familiarity with GFMAM Asset Management Landscape
- Familiarity with the ISO 5500x suite of standards
- Experience coordinating asset capability growth activities across a diverse range of disciplines
- Experience providing support and guidance on asset management to personnel across a diverse range of subject areas

Skills

- Self-starter, with an ability to think and work independently
- High level of integrity and accountability
- Well-developed written and verbal communication, negotiation and interpersonal skills
- Ability to teach and convey specialist knowledge and subject matter to non-technical stakeholders, through written and verbal communication
- Ability to coordinate diverse stakeholder groups around common objectives
- Ability to understand, translate and communicate management priorities to technical teams

Interpersonal and other features

Internal relationships

- All VicTrack employees
- Business group asset management subject matter experts, senior leadership team, Executive leaders

External relationships

- Department of Transport & Planning
- Department of Treasury & Finance
- Rail operators