

Position description

Position title	Project Analyst, Development
Position number	201168
Classification level	D
Group	Property
Reports to	Group Manager, Development and Sales
Location	1010 La Trobe Street, Docklands
Date	September 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 & 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

The Project Analyst, Development reports directly to the Group Manager, Development and Sales.

Budget

N/A

Purpose of the position

The Project Analyst, Development has responsibility for supporting the management of the property development of various sites and locations as outlined within the VicTrack Corporate Plan. This will include ensuring cost centre management, commercial analysis and other finance related tasks.

Key accountabilities/functions

- Provide support to the Group Manager through the provision of commercial analysis and updates following month-end reports, as well as providing support with Key Performance Indicator (KPI) reporting and dashboard management.
- Land Sales and Property Development support – continued support of the Development Project and Program costing / monitoring / financial reporting function, and Land Sales program management including settlement reconciliations and policy reviews.
- Contribute to the management and delivery of property development projects as outlined in the Corporate Plan.
- Appraising the financial viability of plans, proposals and feasibility studies, and preparation of business cases, ensuring compliance with the Investment Framework.
- Assist in the management and engagement of consultants.
- Provide group financial support, including PMO queries, TechOne reporting, debtor management and purchase order management.
- Undertake projects under the direction of the Group Manager in the areas of process improvement, cost centre rationalisation and risk management.
- Support and coordinate the budgeting, forecasting and reporting processes in a cost centre and projects capacity.
- Provide administrative support to the Development team.

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

- Relevant tertiary qualification in property, valuations, project management, building, engineering or commerce

Knowledge and experience

- Understanding of key accounting principles and processes in conjunction with budgeting, forecasting and commercial analysis skills
- Understanding of Property Management processes, in particular within a government environment
- Demonstrated experience in using Microsoft Office / MS Excel
- Demonstrated knowledge and experience in project administration

Skills

- Excellent analytical and business acumen skills, including performance and board reporting experience with a strong attention to detail
- Excellent organisational skills, including the ability to prioritise and manage tasks autonomously, meet deadlines with minimal supervision, while minimising risk to the organisation
- High level interpersonal skills with the ability to effectively communicate – both verbal and written – with a wide range of stakeholders, and build and enhance relationships
- Excellent interpersonal skills, including negotiation, influencing and leadership skills
- Demonstrated ability to work in a team environment and contribute positively to team goals
- Knowledge of process mapping, modelling and process improvement experience is a strong advantage

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- All VicTrack customers
- Vendors and/or suppliers
- Other government departments and agencies