

## Position description

<b>Position title</b>	State Projects Senior Environmental Advisor
<b>Position number</b>	201062
<b>Classification level</b>	E
<b>Group</b>	Property
<b>Reports to</b>	State Projects Advisory Environmental Manager
<b>Location</b>	1010 La Trobe Street, Docklands
<b>Date</b>	June 2024
<b>Tenure</b>	Fixed Term, 12 Month Contract

## 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 role reports to State Projects Advisory Environmental Manager

### Budget

N/A

## Purpose of the position

The State Projects Senior Environmental Advisor provides expert environmental advice on a range of Victorian transport infrastructure projects as part of Victoria’s Big Build to maximise commercial returns and to ensure VicTrack’s interests are maintained. The position provides expert environmental advice across a range of areas including contaminated land, asbestos, biodiversity and cultural heritage.

## Key accountabilities/functions

- Mitigation or minimisation of non-compliance with environmental regulations for State Projects (Metro Tunnel Project and Regional Rail Revival).
- Undertaking programs of site inspection and site visits associated with State Projects' occupation.
- Advising on environmental issues and management requirements on VicTrack land for Victorian transport infrastructure projects (Metro Tunnel Project and Regional Rail Revival) to ensure VicTrack's interests are maintained.
- Providing approvals to the State Projects from environmental perspective to facilitate timely access to VicTrack land and the commencement of early works or construction work onsite.
- Supporting land and asset function in relation to conditions and environmental management of land, such as land acquisition and transfer to VicTrack and temporary occupation and use of VicTrack land by Metro Tunnel Project and Regional Rail Revival.
- Reviewing documentation including (but not limited to) licence to access, soil management plans, project requests, soil reuse applications and environmental reports and ensure that the State Projects meet VicTrack's environmental project completion requirements.
- Attending stakeholder project meetings and contribute to external committees from time to time.

## 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 2004*, 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 Operations Health & Safety

- safely access the rail corridor.

## Individual attributes

### Qualifications

- Tertiary qualification in Environmental Sciences, Environmental Engineering, Engineering or Natural Resource Management
- Current Victorian driver's licence

### Knowledge and experience

- Minimum of five years experience in a contaminated land related role.
- Previous experience in the management of biodiversity and cultural heritage issues as well as previous consulting experience would be highly regarded.
- A strong working knowledge and proven experience in the application of environmental legislation, policy and regulation.
- Demonstrated understanding of environmental risk management practices/processes.
- Expertise in the provision of technical advice in environmental management.
- Experience in reviewing and translating contaminated land report findings and conclusions into site management conditions and recommendations.
- Demonstrated expertise in effective communication and liaison with a wide range of stakeholders including government agencies and departments, local councils, community groups and members of the public.

### Skills

- Excellent verbal and written communication skills
- Excellent interpersonal and communication skills
- Ability to apply critical thinking and to achieve results
- A demonstrated ability to work in a cohesive and collaborative team environment where ideas are shared and team members are supported in order to ensure the team meets its goals
- Effective time and task management skills
- Self-motivated and able to work effectively with limited supervision
- Advanced skills in Microsoft office suite, in particular Word, Excel and Microsoft Teams
- Able to build trust and demonstrate integrity by being honest, direct and sincere
- Accountable, proactive and innovative
- Show care by listening carefully, and seeking feedback
- Demonstrate fairness by treating people with dignity and taking a balanced view of circumstances
- Ability to adapt in a changing environment

## Interpersonal and other features

### Internal relationships

- All VicTrack employees

### External relationships

- All VicTrack customers
- Vendors and/or suppliers
- State government entities (e.g. EPA, DTP, DEECA, VIDA)
- Rail Industry (e.g. Rail operators / Franchisees)
- Local government