

## Position description

<b>Position title</b>	Asbestos Compliance Specialist
<b>Position number</b>	200015
<b>Classification level</b>	D
<b>Group</b>	Property
<b>Reports to</b>	Asset Systems and Compliance Manager
<b>Location</b>	1010 La Trobe Street, Docklands
<b>Date</b>	April 2025
<b>Tenure</b>	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

The Asbestos Compliance Specialist reports to the Asset Systems and Compliance Manager.

### Budget

The Asbestos Compliance Specialist is responsible for the delivery of asbestos compliance programs.

### Purpose of the position

The Asbestos Compliance Specialist leads compliance programs associated with the monitoring and management of asbestos in VicTrack assets. The position ensures legislative obligations are met, risks and liabilities are identified, understood and effectively managed.

## Key accountabilities/functions

- Planning, managing and monitoring VicTrack's five-year rolling asbestos survey and removal program.
- Managing contractors related to asbestos removals and hygienist activities.
- Developing annual budgets associated with asbestos programs or projects.
- Managing asbestos data on VicTrack's Asbestos Register and asset management system, Conquest.
- Continual improvement of VicTrack's web-based application to collect asbestos survey information.
- Assisting with assessment of risks and mitigation in relation to asbestos registers and removals.
- Mitigating or minimising non-compliance with OHS and environmental laws.
- Acting as a resource of information and knowledge on asbestos risks and general compliance related to the VicTrack Property Group business unit.
- Support management to ensure continuous improvement in VicTrack's asbestos processes, awareness and performance.
- Continual review and development of organisational asbestos policy, procedures and systems.
- Undertaking asbestos compliance inspections, incident investigations to support continuous improvement in operational performance.

## 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

- Qualifications in Occupational Hygiene, Asbestos Management, Occupational Health & Safety, Environmental Science or related discipline
- Current drivers licence

### Knowledge and experience

- Knowledge of relevant occupational health and safety legislation, environmental legislation, regulations, standards and codes of practice operating within the Victorian jurisdiction relating to asbestos.
- Demonstrated project management experience.
- Development and review of procedures relating to environmental and asbestos management plans.
- Experience within the rail transport and/or construction/property industry desirable.
- Incident investigation, reporting and closure and associated stakeholder reporting.
- Demonstrated understanding of risk management practices / processes.
- Expertise in effective communication and liaison with a wide range of stakeholders including government agencies/departments, local councils, community groups and members of the public highly desirable.

### Skills

- Ability to use and interrogate asset management systems
- Excellent interpersonal and relationship management skills
- Highly developed oral and written communication skills
- Analytical and problem solving skills
- Self-motivated and the ability to show initiative
- Ability to think innovatively and commercially
- Ability to work professionally and build relationships at all levels internally and externally

## Interpersonal and other features

### Internal relationships

- All VicTrack employees

### External relationships

- State government entities (eg. WSV, EPA, DTP)

- Rail industry (e.g. Rail operators / Franchisees)
- Local government
- Third parties (e.g. Tenants, community groups)
- Professional consultants and contractors