

## Position description

<b>Position title</b>	Corporate Services Planning and Reporting Specialist
<b>Position number</b>	201219
<b>Classification level</b>	D
<b>Group</b>	Corporate Services
<b>Reports to</b>	Executive General Manager Corporate Services
<b>Location</b>	1010 La Trobe Street, Docklands
<b>Date</b>	July 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 Corporate Services Planning and Reporting Specialist reports directly to the EGM Corporate Services. This position is not a member of the Corporate Services Leadership Team.

### Budget

N/A

## Purpose of the position

The Corporate Services Planning and Reporting Specialist is responsible for building appropriate plans, strategies, status tracking, follow-up, and status reporting across five primary functions on behalf of Corporate Services:

- Corporate Plan Initiatives
- Enterprise and Business Risks
- Critical Contract Management
- Compliance Obligations
- Audit Actions.

This role provides expert and practical advice in-the delivery and uplift of these key and critical functions in Corporate Services, in particular to the Executive General Manager Corporate Services and Group Managers, by providing insights, recommendations and reporting of the status of agreed deliverables on a regular basis to the Strategy and Transformation, Risk and Procurement teams.

## Key accountabilities/functions

- Corporate Plan Initiatives
  - Work with Corporate Services Group Managers to develop appropriately detailed plans and project schedules to further define existing Corporate Plan initiatives.
  - Drive integrated planning across departments and identify dependencies between initiatives.
  - Assist with identifying and adoption of tools for managing Corporate Plan initiatives.
  - Deliver project support services, maintaining detailed plans and ensuring alignment with project objectives.
  - Monitor and track progress of each Corporate Plan initiative with input from responsible Group Managers.
  - Reporting progress and status of each initiative to the Strategy and Transformation Group.
- Contract Management of Critical Contracts
  - Ensure vendor compliance with contractual obligations in accordance with contract management plans and relevant VicTrack policy and standards
  - Identify legal and/or commercial risks in contractual relationships and work with business stakeholders to mitigate
  - Identify appropriate metrics and reviewing the value derived from commercial contracts, negotiating terms with vendors which benefit VicTrack
  - Work with Group Managers to develop statements of works

- Track, forward-plan, and manage contract renewals on behalf of Corporate Services in collaboration with the Procurement team
- Business Risk
  - Work with the Group Manager Risk to identify, document and assess business risks.
  - Drive adoption of the VicTrack risk management framework, utilising material produced by the Risk team to provide Corporate Services staff with any learning and development support.
  - Provide oversight of all Corporate Services business risks; conducting regular reviews and updates of risk status in accordance with the Risk Management Framework.
  - Report the status of business risks within the agreed risks management application.
  - Conduct risk assessments on behalf of Corporate Services Group Managers in accordance with the Risk Management Framework.
  - Lead and deliver the uplifting of enterprise risk management and governance activities such as internal and external audits, business continuity planning, complaints management to mature these processes across the organisation.
- Compliance Obligations:
  - Work with the Group Manager Compliance to identify and document Corporate Services compliance obligations.
  - Deliver compliance reviews in partnership with Corporate Services Group Managers and document actionable plans to ensure compliance obligations are met.
  - Track the status of actions and utilising the compliance management tool to update and report the status of compliance actions to relevant Stakeholders
  - Monitor any compliance breaches and following up with the relevant Group Manager to address.
  - Execute regular compliance breach and attestation reporting on behalf of Corporate Services.
  - Prepare comprehensive corporate reports, briefing notes and verbal briefings that offer insights and make recommendations to Senior Leaders and risk owners.
- Managing Audit Actions
  - Track the annual schedule of internal and external audits for Corporate Services and provide reminders to relevant staff.
  - Support Group Managers to prepare “management responses” to audit findings

- Liaise with internal and external auditors on behalf of Corporate Services Group Managers to identify and document actions which address audit findings and recommendations
- Track and manage audit action items to ensure timely completion, updating the status of these actions in a central tool
- Prepare and present reports on the status of audit actions to management and auditors, where required
- Coach and mentor internal teams to continuously improve. Analyse and challenge the current systems, governance and enterprise risk management practices and procedures, where needed develop new processes and tools that will be embedded into the core business.

## 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

- Tertiary qualifications in either Business, Law, Accounting, Procurement, IT or equivalent business/commercial related discipline

### Knowledge and experience

- Experience in a similar role, such as Project Manager, Procurement Officer or Business Analyst
- Demonstrated capacity to develop new processes and systems, and implement appropriate processes to achieve governance requirements
- Experience with full lifecycle contract management practice
- Knowledge of telecommunications industry
- Knowledge of legal and procurement concepts used in telecommunications, construction, and IT segments
- Experience managing projects, or larger programs of work
- Experience managing stakeholders, including executives and senior managers
- Experience managing risks and issues, including identification, analysis, mitigation, escalation and resolution
- Experience conducting risk assessments
- Experience preparing and delivering reports and presentations, and facilitating meetings and workshops
- Experience and knowledge of using common software tools such as Broadcom Clarity, Microsoft Project, Microsoft Planner, Excel, SharePoint and PowerPoint

### Skills

- Excellent organisational skills and the demonstrated ability to respond to changing priorities and demands
- Highly organised and able to prioritise conflicting deadlines and manage the expectations of others
- Well-developed interpersonal skills with the ability to effectively work and engage with all levels within the business
- Excellent verbal, written and presentation skills, including developing appropriate reporting mechanisms
- Highly developed commercial and contract drafting skills with experience in a diverse range of contract models, including sales and procurement
- Ability to work collaboratively with a diverse range of stakeholders
- Ability to provide advice on a wide range of legal and procurement concepts used in telecommunications, construction, and IT segments (desirable)
- Strong commercial and legal analytical skills, attention to detail and ability to think strategically
- Ability to develop complex negotiation strategies and conduct complex negotiations at a senior level

### Interpersonal and other features

#### Internal relationships

- All VicTrack employees

#### External relationships

- All VicTrack customers
- Vendors and/or suppliers