

Position description

Position title	Group Manager Environment
Position number	200006
Classification level	PESES - 1
Group	Property
Reports to	Executive General Manager Property
Location	1010 La Trobe Street, Docklands
Date	January 2025
Tenure	Full-time Fixed term

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.

Purpose of the position

The Group Manager Environment is responsible for providing expert environmental advice, strategic direction and management of VicTrack’s environment and sustainability proactive and reactive programs, data and systems, policies and procedures. The role drives delivery of VicTrack’s environmental management system and environmental sustainability strategy to ensure statutory obligations are achieved and the delivery of services are consistent with VicTrack’s business objectives.

Knowledge

Experience and qualifications

- A relevant tertiary degree/qualification in a science, environment or engineering discipline.
- Postgraduate qualifications in the environmental field would be highly regarded.
- Demonstrable senior experience and a record of achievement in environmental management, with experience in one or more of the following competencies: contaminated land management and remediation; biodiversity management; sustainability, asbestos and hazardous materials; general environmental management.

Knowledge and skills

- Experience in environmental project and program management and direction.
- Experience managing and directing a team of professionals.
- Experience dealing and working with industry and regulators (e.g. DEECA, EPA).
- Experience operating at senior management level.
- Financial management.
- Experience in developing and implementing environmental policy, procedure and strategy.
- Ability to assess environmental risk at the portfolio and corporate level.
- Excellent oral and written communication skills and professional presentation skills.
- Excellent interpersonal and relationship management skills.
- Ability to be self-motivated.
- Ability to effectively plan, delegate and prioritise as required.
- Ability to effectively and decisively problem solve with a commercial sensitivity.
- Ability to recognise and demonstrate political and community sensitivity.
- Demonstrate an ability to influence and gain support from various internal and external stakeholders for environmental and sustainability initiatives to deliver on organisational objectives.
- Experience in preparing executive reports, board papers and board subcommittee reports highly regarded.

Specialist/technical expertise

- An in-depth understanding of environmental legislation and government-led targets (sustainability, climate change and renewables).
- Technical expertise in contaminated land management including assessment and remediation.
- Strong understanding of biodiversity, cultural heritage, asbestos and hazardous materials management and sustainability highly regarded.
- Experience in the direction of environmental and sustainability programs to achieve compliance with legislation and VicTrack targets, including an understanding of mitigation strategies to minimise adverse impacts.
- Strong understanding of risk management practices/processes.
- Flexibility to adapt to a rapidly changing work and regulatory environment.
- Ability to think innovatively and apply initiative.
- Develop, implement and monitor long-term environmental compliance and proactive programs.
- Identify, anticipate and manage environmental risks to ensure compliance with legislation while ensuring organisational goals are met.
- High level of conceptual, analytical and judgement skills to develop and implement innovative solutions in a rapidly changing environment.
- Ability to develop and champion renewable energy and sustainability initiatives.

Relationships

Internal relationships

This position requires interaction and engagement with all of VicTrack management and staff including the VicTrack Board, the Chief Executive and the Executive Team.

The position is a member of the following internal committees:

- Sustainability Committee
- Property Risk and Compliance Committee
- VicTrack Health, Safety & Environment Committee
- VicTrack Property, Environment & Heritage Committee.

External relationships

This position will have regular communication with:

- state government entities (e.g. EPA, DEECA, DTP)
- rail industry (e.g. Rail operators / Franchisees)
- community groups (e.g. Landcare)
- environmental consultants
- environmental contractors.

Judgement and risks

- Identify, anticipate and manage complex environmental risks associated with all VicTrack operations and undertake risk mitigation and management activities to ensure compliance with legislative obligations while ensuring organisational goals are met.
- Resolve risks and problems within VicTrack's established risk management framework and environmental management system.
- High level conceptual, analytical and judgement skills to develop and implement innovative solutions in a rapidly changing and highly complex environment.

Independences

- Work with a high level of independence and credibility to make decisions regarding VicTrack's management of environment and sustainability.
- Provide expert advice to other VicTrack departments with a high level of credibility.
- Demonstrate a high capability to influence and gain support from internal and external stakeholders for environmental and sustainability initiatives to deliver on organisational objectives.
- Independently develop, implement and monitor long-term environmental compliance and proactive programs.

Strategic changes

- Be responsible for continuous improvement of VicTrack's environmental management system, sustainability strategy and other environment related business processes.
- Monitor and respond to changes in government policy related to environment, sustainability, climate change and asbestos to ensure VicTrack's long-term business objectives remain in alignment and necessary change is implemented in the context of social, political and financial environments.
- Manage organisational wide change programs including transition to new regulation and government policy.
- Identification of strategic environmental sponsorship and partnership opportunities.

Impacts

- Develop and implement VicTrack-wide environment and sustainability policies, strategies, action plans and programs, and policies and guidelines applicable to external entities accessing VicTrack land.
- Lead VicTrack's engagement with external environmental and sustainability entities to influence government policy impacting VicTrack and industry.
- Prepare executive reports, Board papers and Board subcommittee reports on environment, sustainability and property safety.
- Interface internally with VicTrack business units regarding environmental issues, and externally with government agencies and the general community through various meetings, committees, consultative groups and forums.
- Ensure health and safety policies and systems are implemented to meet VicTrack's obligations under occupational safety and rail safety legislation.
- Implementation of VicTrack's proactive environmental management programs across all business areas and management of environmental data.

Breadth

- Provide functional HSE leadership and support across Property Group through influence and trust, working collaboratively with the corporate Group Manager Health and Safety, to support Property operations while ensuring a coordinated approach to HSE throughout Property Group.
- Lead an extensive range of environment, sustainability and safety related activities across the organisation including VicTrack's sustainability strategy; environmental management system and policies; environmental programs of contaminated land, asbestos and hazardous materials; biodiversity, cultural heritage, environmental assurance and compliance; climate change and renewable energy.
- Direction and management of VicTrack's environmental services panel consultancies and contractors.

- Monitor, analyse and report on Property HSE metrics, and work with Property Group to identify opportunities to improve performance.
- Provision of expert advice across all VicTrack business areas to ensure environmental aspects are considered in day-to-day business.
- Promotion of VicTrack's environmental activities internally and externally.
- The Group Manager is also responsible for realising environmental opportunities, within both internal and external environments.
- Foster interagency and intergovernmental relationships on environmental matters concerning VicTrack to ensure VicTrack's interests are maintained.
- Represent VicTrack on external committees, forums and consultative groups as required.

Resource management

Staff

The position has 4 direct reports:

- Manager Environmental Advisory
- Manager Environmental Programs
- Manager Asbestos and Safety
- Manager Environmental Compliance.

Total team members 8

Delegation

Delegation: The role has a Delegation of Authority up to \$500K.

Budget

Lead and manage the Environmental Property Services group including staff, budgets, forecasting and financial reporting.

Opex responsibility of \$5m to \$7m and Capex \$5m per annum.

Customer focus

VicTrack staff practice 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.

This position has organisational responsibility to ensure our collective approach to a customer centric approach is delivered, managed and monitored.

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.