

Position description

Position title	Legal Counsel
Position number	201230
Classification level	E
Group	Office of the Chief Executive
Reports to	General Counsel
Location	1010 La Trobe Street, Docklands
Date	August 2025
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 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 Legal Counsel reports directly to the General Counsel.

Budget

N/A

Purpose of the position

The Legal Counsel is responsible for provision of legal services, and legal advice and guidance, to internal and relevant external stakeholders in relation to all legal and corporate governance matters as requested within VicTrack.

Performing the role of a generalist lawyer advising across the broad range of VicTrack’s legal issues, you will have the opportunity to build on your existing legal expertise across our key areas of focus – commercial, property, construction, telecommunications and litigation.

Key accountabilities/functions

- Act as legal counsel for VicTrack, providing timely and pragmatic legal advice to the General Counsel and VicTrack's business units, to deliver high quality legal services and outcomes.
- Providing advice on legal issues arising from VicTrack's operating environment, including by identifying and resolving legal risks, to enable confident decision-making in support of operational and strategic outcomes.
- Drafting a broad range of agreements and legal documents, having an appreciation for VicTrack's core interests and risks, whilst simultaneously ensuring compliance with core legislative and regulatory requirements.
- Engage with key business areas regarding contracts for tenders, expressions of interest, requests for tender documents, panel arrangement documentation and participation in risk reviews and proponent evaluation as a subject matter expert.
- Instructing external legal providers, to ensure the efficient delivery of legal services and value for money to VicTrack.
- Advising on the management of disputes and litigation, to develop legal strategies and liaising with insurers to support outcomes aligned with VicTrack's interests.
- Drafting legal precedents and assisting with supporting the compliance and risk functions within the business.
- Assisting the General Counsel, in relation to governance matters, including VicTrack Board and committee functions and papers.

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 qualification in Law (mandatory)
- Current Practicing Certificate

Knowledge and experience

- Demonstrated experience (at least 2+ years PQE) in an in-house legal role or equivalent role at a mid or top-tier law firm
- Experience in the preparation of written reports
- Demonstrated experience in the collection and co-ordination of information regarding legal matters from various functional groups within organisations
- Understanding of the *Transport Integration Act 2010* (Vic), Victorian rail and tram franchise agreements, interactions with Victorian transport authorities, *Rail Safety National Law Application Act 2012* (Vic), *Financial Management Act 1994* (Vic), *Occupational Health and Safety Act 2004* (Vic), *Tourist and Heritage Railways Act 2010* (Vic) and *Telecommunications Act 1997* (Cth).

Skills

- Strong written skills, with a high attention to detail
- Excellent interpersonal skills with the ability to collaborate with others and obtain information from others
- Developing negotiation and problem-solving skills
- Ability to be flexible, adaptable, collegiate and work collaboratively as a member of an energetic, high-performing, and busy team
- Highly motivated, with the ability to meet deadlines through strong administrative and organisational skills
- A proven ability to work in a sustained way and deliver results under pressure, where there are competing priorities, incomplete or ambiguous information, and with limited supervision

Interpersonal and other features

Internal relationships

- General Counsel
- VicTrack Legal Team
- Chief Executive
- VicTrack Management and Staff

External relationships

- All VicTrack customers

- Vendors and/or suppliers
- Government stakeholders