

## Position description

<b>Position title</b>	Manager Corporate Strategy
<b>Position number</b>	201087
<b>Classification level</b>	F
<b>Group</b>	Strategy & Transformation
<b>Reports to</b>	Executive General Manager Strategy & Transformation
<b>Location</b>	1010 La Trobe Street, Docklands
<b>Date</b>	June 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

This role reports to the Executive General Manager Strategy & Transformation.

### Budget

This role will be assigned a budget in alignment with the delivery of the corporate planning process.

## Purpose of the position

The Manager Corporate Strategy is a pivotal leadership position within the Strategy & Transformation Group. As the driving force behind strategic execution, you will collaborate across the business to deliver impactful results that shape the future of the organisation.

This position is responsible for overseeing the development and implementation of the organisation's strategic initiatives, ensuring they align with the company's vision, values, and long-term goals. The incumbent will partner with designated stakeholders to help turn the company strategy into tangible business delivery plans.

The position will also play a key role in the preparation and delivery of Board and Executive strategic workshops, periodic performance reporting, and lead the development of the annual corporate plan.

### Key accountabilities/functions

- Drive the development of VicTrack's Corporate Plan to enable a clear roadmap for decision-making, resource allocation, and strategic execution, ensuring that the organisation remains focused on its long-term objectives and adapts to changing environments.
- Drive the corporate planning process to deliver an uplift in maturity and consistency in business planning across the organisation, including managing the corporate planning working group, facilitating annual business planning workshops, and developing guides and templates.
- Support the development of organisational strategies to ensure alignment with the corporate strategic framework and organisational benefits.
- Manage the configuration of VicTrack's enterprise strategy and project management software, Clarity, to support the successful establishment, implementation and ongoing monitoring of key organisational strategies and plans.
- Utilise AI-driven tools (e.g., Microsoft 365 Copilot) to streamline strategic planning processes, automate strategic reporting, enhance policy development and support advanced strategic analysis capabilities.
- Oversee the alignment and interdependencies of various strategies and plans to coordinate organisational effort, enhance transparency and support decision-making for prioritisation.
- Support the planning and development of various strategy workshops for the Board, Executive and senior leadership team to translate high-level ambition and solutions to complex business problems, and other organisational directions, into strategies and actionable plans.
- Ensure alignment of VicTrack's organisational metrics to organisational strategies, and track progress, identify risks, and support the adaption of plans as needed to meet organisational objectives.
- Manage the Strategy & Performance Committee, chaired by the EGM Strategy & Transformation, to provide governance over organisational strategy development and implementation and monitoring of organisational performance, including development of agendas and papers.
- Support the development of relevant Board and Committee papers relating to organisational strategy and organisational metrics.

### 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

- Bachelor's degree in business administration, strategy, or a related field (MBA or equivalent preferred)

### Knowledge and experience

- Extensive experience in strategy delivery, project management and reporting
- Demonstrated ability to manage large-scale, cross-functional initiatives with measurable outcomes

### Skills

- Exceptional communication and interpersonal skills, with the ability to influence and engage diverse stakeholders.
- Strong analytical and problem-solving abilities, with a focus on data-driven decision-making.
- Proficiency in project management tools and methodologies
- Demonstrated excellence in verbal and written communication skills
- Proven ability to develop and manage stakeholder relationships, facilitate open communication, and capture and disseminate information
- Highly organised with excellent attention to detail
- Experience in administering project management software for strategy execution and reporting
- Proficient with generative AI tools to enhance strategic planning, automate reporting and support policy and analytical processes
- Proficient in the use of Microsoft Office applications and the ability to learn and understand software packages
- Ability to work collaboratively in a team environment and manage multiple priorities
- Effective problem-solving skills.

## Interpersonal and other features

### Internal relationships

- All VicTrack employees including senior leadership team

### External relationships

- Vendors and/or suppliers