

Position description

Position title	OHS & Rail Safety Coordinator
Position number	201154
Classification level	B
Group	Corporate Services
Reports to	Group Manager Health & Safety
Location	1010 La Trobe Street, Docklands
Date	July 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

This role reports to the Group Manager Health & Safety

Budget

N/A

Purpose of the position

This purpose of the OHS & Rail Safety Coordinator is to provide support to the Health & Safety, (H&S), team which in turn supports all business units, this includes all administrative, and compliance, and maintenance activities of the VicTrack integrated H&S Management System (SMS).

Key accountabilities/functions

- Manage and coordinate the PPE contract and ordering requirements for the business.
- Coordinate and liaise with the Communications & Engagement team to ensure all Health & Safety related information and bulletins are communicated across the business in a timely manner.
- Coordinate the First Aid and Fire Warden requirements for the Robin desk booking system.
- Coordinate the SinePro process and system requirements.
- Coordinate the Health & Safety Avetta requirements.
- Invoice and receipt all purchase orders relevant to the Health & Safety department.
- Assist with the continual improvement and development of the Health & Safety Management System and documentation.
- Undertake activities as directed by the Group Manager Health & Safety in relation to BAU functions.

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

- Current Drivers licence
- First Aid Level 2, an advantage

Knowledge and experience

- Previous experience in a fast-paced administration role
- Demonstrated knowledge and skills across Word and Excel

Skills

- Foster strong relationships and customer service skills with employees at all levels
- A high level of professionalism, confidentiality and the ability to exercise discretion
- Organising and planning ability to manage high volume coordination
- A pro-active attitude and a flexible approach towards the role
- High level of attention to detail
- Strong written and verbal communication skills

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- All VicTrack customers
- Vendors and/or suppliers