

Position description

Position title	Procurement Assurance Specialist
Position number	201190
Classification level	D
Group	Corporate Services
Reports to	Group Manager Procurement
Location	1010 La Trobe Street, Docklands
Date	February 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 Procurement Assurance Specialist reports directly to the Group Manager Procurement.

The Procurement Compliance Officer reports to the Procurement Assurance Specialist.

Budget

N/A

Purpose of the position

The Procurement Assurance Specialist will support the Group Manager Procurement in ensuring VicTrack meets all relevant legislative and governance requirements by maintaining frameworks and programs that encourage VicTrack buyers to proactively identify and manage their obligations, risks and controls. Leading the Procurement Quality Assurance Program, the

role is required to provide consistent, professional information and advice to internal and external stakeholders ensuring an appropriate balance between education and enforcement.

Key accountabilities/functions

- Responsible for developing, maintaining and updating VicTrack procurement policies, processes, guidance, instructions, procedures and systems to ensure VicTrack procurement activities are conducted compliantly, including taking the lead in relation to all relevant construction and goods and services procurement related policies including:
 - Modern Slavery
 - Fair jobs code
 - Local Jobs First
 - Social Procurement Framework.
- Lead the design and delivery of training programs to educate and coach employees on compliance requirements and enhance a positive risk and compliance culture.
- Lead the development and maintenance of compliance dashboards and reporting tools including organisational reporting against relevant procurement policy metrics, annual attestation and reporting requirements.
- Collaborate with Victorian Government and Department of Transport portfolio Procurement teams to drive efficiencies and synergies by confirming understanding of obligations, identifying gaps and improvement opportunities in existing operations related to policy requirements.
- Contribute to a culture of quality by design where quality practices are embedded in the procurement process; share expertise and relevant information to support continuous improvement and innovation.
- Lead a Procurement Quality Assurance Program including conducting audits, preparing relevant reports inclusive of recommendations, leading investigations into compliance breaches, identifying root causes, and working with teams to prevent future incidents.
- Exercise a Procurement Delegation for sourcing activities by reviewing and certifying that the procurement process undertaken has been in accordance with VicTrack Procurement Policy and regularly assess company processes to identify potential compliance risks and recommend improvements.
- Support the Business Engagement Manager to uplift organisational procurement capability by leading development of supporting collateral including, guidance, instructions, and procedures for the procurement function, including conducting training and coaching where required.
- Provide management responses and action plans to ensure that internal and external audit recommendations are implemented within the agreed target timeframes and that supporting evidence is recorded.
- Maintain regular communications with the Group Manager Procurement, Procurement Business Partner and Senior Procurement Specialists to ensure team cohesion and to identify continuous improvement opportunities based on stakeholder experience and feedback.

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

- Relevant tertiary qualifications in procurement, supply chain management, commerce or business administration.
- Training qualification or accreditation highly desirable.

Knowledge and experience

- 5+ years relevant work experience in procurement or government policy and compliance.
- Extensive knowledge of procurement practices and procedures, including capacity to understand and apply the Victorian Government Purchasing Board guidelines.
- Previous experience monitoring compliance to procurement frameworks.
- Demonstrated ability to work as part of a team in a complex work environment, able to manage, coach and motivate subordinate staff.

Skills

- Ability to identify and design key controls to strengthen organisational resilience, with strong attention to detail.
- Ability to review and improve the design of end-to-end process, procedure and policy supporting compliance functions.
- Ability to lead the design and development of training materials, such as presentations, handouts, and online resources.
- Strong analytical and conceptual skills with experience in developing and documenting new processes, procedures and supporting materials.
- Excellent interpersonal skills, including an ability to acquire information and influence others with diplomacy, tact and discretion and to engage internal and external stakeholders at all levels with respect and confidence.
- Experience in developing and presenting metrics to measure and improve procurement outcomes.
- Demonstrated integrity and ethical behaviour with a commitment to upholding the highest standards of compliance and professionalism.
- Presentation skills and stakeholder engagement experience.
- Ability to work independently on assigned tasks and demonstrate initiative.
- MS Office suite proficiency.

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- Suppliers
- Customers
- Local councils
- State Government Departments
- State Government Agencies
- Professional Service Providers (e.g. legal, consultants, etc)