

Position description

Position title	Procurement Compliance Officer
Position number	201187
Classification level	C
Group	Corporate Services
Reports to	Group Manager Procurement
Location	1010 La Trobe Street, Docklands
Date	January 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 Compliance Officer reports directly to the Procurement Assurance Specialist, Corporate Services.

Budget

N/A

Purpose of the position

The Procurement Compliance Officer supports the Group Manager Procurement and Procurement Assurance Specialist to ensure VicTrack procurement processes, documentation, and functions are consistent with legislative and regulatory requirements. Data focused, the role is responsible for collating and analysing data, identifying trends, and providing insights which will enhance procurement processes.

Key accountabilities/functions

- Support the development and maintenance of compliance dashboards and reporting tools including consolidating data from different sources to ensure all internal and external procurement reporting obligations are executed in a timely fashion.
- Contribute to development and maintenance of VicTrack strategies and policies specific to construction and goods and services procurement related policies including:
 - monitoring and reporting social procurement objectives and commitments
 - application of Fair Jobs Code policy and reporting requirements
 - application of Local Jobs First policy and reporting requirements
 - responding to supply chain environmental, social and governance risks and opportunities
 - supporting Group Manager Procurement and General Counsel to develop VicTrack's annual Modern Slavery Statement.
- Provide expert advice, training and support to VicTrack management and staff to enhance a positive risk and compliance culture that contributes to embedding key procurement risk and compliance behaviours and practices across all levels of the organisation.
- Develop and maintain relationships with internal and external social benefit groups, with purpose of improving social procurement outcomes within VicTrack, including increased engagement in State Purchase Agreements and supplier engagements with Kinaway Chamber of Commerce and Social Traders.
- Lead development and maintenance of supplier compliance framework.
- Analyse compliance and spend data from VicTrack's Supplier Compliance Platform and Corporate Contracts Management System and provide ongoing analysis and improvement recommendations to Group Manager Procurement.
- Provide expert advice and support to VicTrack buyers and other stakeholders on procurement compliance matters.

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 is desirable.

Knowledge and experience

- 3+ 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 and related procurement policies.
- Demonstrated integrity and ethical behaviour with a commitment to upholding the highest standards of compliance and professionalism.
- Demonstrated experience in critical analysis, data interpretation and conceptual skills with the ability to translate complex information into logical, concise, evidence-based reports and briefs in line with quality assurance requirements.

Skills

- Excellent verbal and written communication skills, including an ability to deliver high quality and impactful reports and presentations.
- 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.
- Excellent time, organisational and workload management skills, including an ability to prioritise effectively, manage multiple tasks, meet deadlines and improve processes.
- Ability to drive a culture of quality by design where quality practices are embedded in the service and solution delivery process.
- Experience in quality management, continuous improvement, process design or process improvement with high level attention to detail, accuracy and thoroughness in work undertaken.
- Demonstrated ability to respond positively to change, take responsibility for managing work initiatives and the ability to build capability and provide support to teams.
- MS Office suite proficiency in particular Microsoft Excel and Word.

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- Suppliers
- Customers
- Local councils
- State Government Departments & Agencies