

Position description

Position title	Project Manager Network Transformation
Position numbers	200951
Classification level	E
Group	Telecommunications
Reports to	Program Manager - Network Transformation - LXRP
Location	1010 LaTrobe Street Docklands VIC 3008
Date	July 2025
Tenure	Fixed term full-time (12 months)

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 position reports to the Program Manager Network Transformation – LXP in the Delivery team.

Budget

NA

Other

N/A

Purpose of the position

The Project Manager Network Transformation is responsible for a diverse range of activities to assist in the delivery of Victorian Infrastructure Delivery Authority (VIDA) and other Network Transformation and Capacity Augmentation Projects in a professional manner, on time, to specification and on budget.

Key accountabilities/functions

- Manage all phases of the project lifecycle, ensuring scope, schedule and milestones are achieved while effectively controlling project change requests and variations to deliver cost efficient outcomes that align with VicTrack and broader state objectives.
- Review customer provided scope of works, identify VicTrack's delivery requirements and prepare detailed proposals in response with associated cost estimates to secure funding for successful project execution.
- Prepare and initiate project tenders to engage suitable contractors / vendors and oversee their performance throughout the engagement to ensure delivery is aligned with project scope, schedule and budget.
- Facilitate regular meetings with stakeholders and provide verbal and written project status information to the Program Manager.
- Work closely with the Program Manager, Project Alliance partners and Design and Construct contractors to review and approve VicTrack related project artefacts and ensure the preparation and submission of accurate as built / in service drawings to meet operational, handover and acceptance requirement
- Manage internal and external stakeholders to organise required inputs, outputs and reviews of project designs, requirements and specification documents in a timely manner.
- Be the key interface between projects representatives and key stakeholders to ensure regular contact is maintained and program of activities is updated through key schedules and project reporting
- Provide regular reports and feedback to the Program Manager on project issues, activity status, budgetary position, risk management and general information.
- Report all safety related incidents and identified hazards to the Program Manager and Health & Safety team representatives.

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 a Telecommunications/Civil Engineering / Project Management discipline or equivalent required

Knowledge and experience

- Extensive experience in telecommunications/project management/civil field environments and working in operational networks.
- Demonstrated technical knowledge of communications copper and optical fibre cable network infrastructure and installation methods.
- Proven experience in technical documentation preparation and management
- Experience working in the Transport sector and associated Government entities highly desired
- Exposure to operations occurring in an industrially sensitive environment
- Financial management or cost control experience
- Demonstrated capability of leading and meeting set deliverables on time and on budget
- Advanced proficiency with Microsoft Office suite
- Exposure to quality management systems and processes

Skills

- Proven ability to anticipate and resolve complex programming and scheduling issues
- Strong interpersonal skills and ability to work closely with diverse teams
- Ability to analyse situations and escalate relevant issues to stakeholders and SMEs
- Excellent oral, written communication and presentation skills with the ability to produce high quality technical material
- Excellent influencing and negotiations skills
- Demonstrated understanding of contracts
- Excellent administrative, organisational and attention to detail skills
- Supports and participates in continuous improvement
- Exposure to Occupational Health and Safety Act, Workcover Act, Equal Opportunity Act and Disability Discrimination Act
- Ability to obtain Victorian Rail Safety Accreditation

Interpersonal and other features

Internal relationships

- All VicTrack staff and management

External relationships

- Government departments
- Alliance Partners
- Selected vendors
- Constructors
- Contractors and sub-contractors