

Position description

Position title	Project Manager – Sales
Position number	200327
Classification level	D
Group	Property
Reports to	Senior Development Manager
Location	1010 La Trobe Street Docklands Victoria
Date	January 2025
Tenure	Permanent full-time

Our organisation

VicTrack is the 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 Project Manager – Sales reports directly to the Senior Development Manager and works closely with the other Project Managers and Development Officers within the Development & Sales team, the Group Manager Sales & Development, and the Land Assessment Team.

Budget up to \$300,000

The Project Manager - Sales, is responsible for contributing to the Asset Sales Revenue target as outlined in the Corporate Plan each financial year as part of the Development & Sales Group

Purpose of the position

The Project Manager – Sales is responsible for the management and delivery of various small-scale property sales that make up the Sales Program within the Property Group. The position plays a key support role to the Senior Development Manager, Property Group by managing property transactions that make land viable for other purposes; while not vital to the delivery of the annual sales budget, delivery of these projects will usually support a better outcome for the community.

Key accountabilities/functions

Project and sales management

- Assist in developing the annual Sales Program by preparing advice and forecasting outcomes.
- Manage the sales process from inception to delivery for 10–20 small-scale projects/ transactions (value range average \$5k to \$250K each) at any one time as part of the Sales Program.
- Manage all due diligence to prepare the land for sale, including coordination of the land subdivision process, ensuring all planning permit conditions are met.
- Manage the land divestment process and sale of Crown land, where required.

Stakeholder management

- Build and maintain strong relationships with clients, stakeholders and government agencies.
- Provide excellent customer service and address client inquiries promptly.
- Represent VicTrack and manage key relationships with government agencies and local councils.

Market analysis

- Conduct market research to identify potential buyers and market trends.
- Analyse sales data to improve sales strategies.

Compliance and documentation

- Ensure sales activities comply with government regulations and policies.
- Draft briefs for land disposal to secure delegated approval/s.
- Ensure projects adhere to allocated budgets and financial reports are accurate and timely.
- Prepare and maintain accurate sales documentation.

Collaboration and coordination

- Work closely with subject matter expert teams to ensure smooth transactions.
- Coordinate First Right of Refusal process under Victorian Government Land Monitor policy.
- Assist the Planning Manager in rezoning land and work closely with local councils for planning approvals.

Customer focus

VicTrack staff practice 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

- Qualified Agent's Representative (or obtaining certificate or license)
- Certificate in Project Management preferred but not essential

Knowledge and experience

- Real estate experience
- Knowledge of government land sales process and procedures (an advantage)

- Ability to interpret and apply relevant legislation including the *Transport Integration Act 2010*
- Land Survey experience or related skills/knowledge
- Understanding of land titles and relevant documentation
- Good understanding of the land disposal process
- Understanding of sale documentation including contracts, vendor statements, s173 agreements etc.
- Knowledge and awareness of the Real Estate market

Skills

- Ability to apply project management principles
- Ability to diagnose and set out steps to achieve desired outcomes
- Highly developed interpersonal skills with the ability to effectively communicate – both verbal and written – with a wide range of stakeholders, to build and enhance relationships and deal with issues with sensitivity and commercial awareness
- Working knowledge in project administration
- Strong organisational skills with ability to prioritise and manage tasks autonomously within deadlines
- Demonstrated ability to work in a dynamic team environment and contribute positively to team goals
- Maintain quality of projects through attention to detail of financials, programming, reporting and project administration
- Ability to think laterally and strategically in a complex property environment
- Ability to perform well under pressure
- Sound proficiency in MS Office Suite

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

Regularly communicates with a team of external professionals and stakeholders including:

- state government departments
- local government
- Department of Transport & Planning (DTP)
- Department of Treasury & Finance (DTF)
- Development Victoria (DV)
- Regional Development Victoria (RDV)
- Valuer General Victoria (VGV)
- Victorian Government Land Monitor (VGLM)

- specialist consultants and subcontractors
- Major Transport Infrastructure Project Authorities such as Suburban Rail Loop.