

## Position description

<b>Position title</b>	Senior Commercial Manager
<b>Position number</b>	201195
<b>Classification level</b>	Technical Specialist
<b>Group</b>	Property Group
<b>Reports to</b>	Group Manager Development
<b>Location</b>	1010 La Trobe Street, Docklands
<b>Date</b>	March 2025
<b>Tenure</b>	Permanent

## 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 Senior Commercial Manager reports directly to the Group Manager Development and has one direct report, Property Development Analyst.

### Budget

The Senior Commercial Manager is responsible for negotiating contracts for a portfolio of projects with a land value exceeding \$250m and is accountable for the oversight and reporting on associated budgets.

## Purpose of the position

The Senior Commercial Manager is a senior position within a team that is focused on providing high quality services and thought leadership on commercial, financial transactional and governance aspects of commercial arrangements entered into by VicTrack and ensure a coordinated approach on property renewal and other programs. This role also has a key focus on driving organisational efficiencies and standardisations,

ensuring that agreed processes and practices are adhered through proactive stakeholder management.

The Senior Commercial Manager will coordinate multidisciplinary teams and direct a range of market interactions with developers, investors and project sponsors to drive commercially viable and high-quality outcomes for VicTrack. This requires relevant experience and a deep understanding of both the public and private sectors in terms of project delivery, coupled with a track record of innovation within a public sector environment to be able to attract market participation and secure the necessary approvals for projects within VicTrack.

The role will be required to provide effective leadership across both the private sector and government-led aspects of the project to successfully deliver the required outcomes. This will require a multidisciplinary skill set involving commercial acumen as well as technical expertise to facilitate an efficient and streamlined transaction process that drives value for money.

### Key accountabilities/functions

- Provide strategic advice on commercial, financial, and deal structures, ensuring a risk-based approach across projects and programs.
- Conduct feasibility assessments for development proposals and complex transactions.
- Influence strategic, commercial, and policy directions for the portfolio and programs, addressing emergent issues.
- Develop and implement best practice solutions to mitigate organisational risks in commercial, financial, legal, and multidisciplinary issues.
- Lead complex commercial negotiations, ensuring program consistency and alignment with objectives.
- Perform comprehensive financial modelling and analysis to identify viable redevelopment opportunities.
- Support senior management in commercial business planning and implementation, addressing multifaceted stakeholder needs. Works closely with the Development and Land Sales teams and liaise with other Managers both within the Property business group and across the organisation.
- Design and manage interactive tendering processes, adhering to probity and process frameworks and relevant guidelines. Oversee tender documentation, market engagement, and the tender evaluation process, ensuring adherence to government timelines.
- Engage and negotiate with stakeholders, including government entities, investors, developers, and community housing agencies.
- Provide end-to-end project management, overseeing scope, resources, budgets, risks, compliance, and stakeholder management. Ensure compliance with policy frameworks and standards during procurement, including probity and local content requirements.

## 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

- A tertiary qualification in planning, property and construction, commerce, finance, law or project management is desirable.

### Knowledge and experience

- Demonstrated relevant experience in a similar role and understanding of development agreements and ground lease delivery models within a housing development environment is essential.
- Demonstrated knowledge of procurement and transaction processes for complex projects within a public sector environment with a track record of innovation and project delivery outcomes.

### Skills

- **Project management** – Uses understanding of political sensitivities to actively champion the project; provides guidance and support to project managers to identify risks and overcome obstacles; quickly sums up complex options and recommends a clear way forward; monitors overall project performance against project plans; influences key stakeholders to support the project.

- **People management** – Aligns team with the organisational values and goals through effective people management and modelling; maximises effectiveness by developing, managing and motivating a high performing team; clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development.
- **Commercial skills** – Guides and challenges team to continually strive for the best impact from resources invested; decisively manages financial issues and responsibilities; challenges others to seek more efficient ways of doing things; focuses on activities and projects that will bring the best long-term return for the organisation.
- **Influence and negotiation** – Develops long-term, complex and multi-phased plans to influence others; implements complex strategies to build buy-in and support from key internal and external clients or stakeholders; uses a variety of different influencing approaches tailored to different clients; effectively negotiates with clients/stakeholders to achieve desired outcomes.
- **Relationship building** – Establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communications; minimises surprises.
- **Creativity and innovation** – Generates new ideas; draws on a range of information sources to identify new ways of doing things; actively influences events and promotes ideas; translates creative ideas into workplace improvements; reflects on experience and is open to new ways to improve practice.
- **Drive and commitment** – Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work. Sets high standards and performance for self and others. Enjoys a vigorous and dynamic work environment.
- **Teamwork** – Cooperates and works well with others in the pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others' feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within group.

## Interpersonal and other features

### Internal relationships

- All VicTrack employees

### External relationships

- All VicTrack customers, including developers and contractors, specialist consultants across a range of disciplines, legal advisors and local government
- Vendors and/or suppliers