

Position description

Position title	Senior Environmental Project Specialist
Position number	Property Group
Classification level	E
Group	Property
Reports to	Environmental Programs Manager
Location	1010 La Trobe Street, Docklands
Date	November 2025
Tenure	Fixed-term Full Time (1 year contract)

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 Environmental Project Specialist reports to the Environmental Programs Manager, within the Environment Services Group.

Budget

The Senior Environmental Project Specialist is responsible for forecasting and managing environmental projects budgets.

Purpose of the position

The Senior Environment Project Specialist is responsible for the delivery of VicTrack's environmental projects to support the organisation's operational environmental risk management programs.

The Senior Environment Project Specialist provides advice and support across the areas of land contamination, flora and fauna, and cultural heritage, as well as corporate sustainability and general environmental management as appropriate.

Key accountabilities/functions

- Project manage environmental projects including in contaminated land, remediation and biodiversity, through scoping, procurement, contractor management and budget management, to support the delivery of VicTrack's environmental programs.
- Maintain and update environmental data in VicTrack's Contaminated Land Hazard Assessment and Mapping Program (CHAMP) system, RailMap, and related registers through precise collation, review and input, enabling effective risk ranking, informed decision-making for future programs, actions tracking, analysis of trends and accurate location mapping of environmental attributes.
- Provide expert environmental advice on projects and land uses, by reviewing reports and records to manage environmental risk, ensure VicTrack's interests are maintained and embed environment in business operations.
- Analyse current workflows to identify process improvements and develop tools, checklists, and forms that enhance efficiency and support environmental compliance.
- Conduct site inspections across Victoria to identify and mitigate environmental issues, manage contractors, and support implementation and compliance with management plans.
- Identify environmental risks and controls to mitigate non-compliance with environmental laws, including the development and review of policies and procedures and management plans to support VicTrack's Environmental Management System.
- Represent VicTrack in external committees, forums, and consultative groups to foster relationships and advocate for the organisation's environmental interests.

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 qualifications in Earth Sciences, Engineering or Environmental Science

Knowledge and experience

- Minimum 6 years' experience in contaminated land management.
- A demonstrated and applied understanding of environmental and related legislation.
- Demonstrated project management experience.
- Demonstrated experience in working with community stakeholders and community groups is desirable.
- A demonstrated understanding of risk management practices / processes is desirable.

Skills

- Excellent interpersonal and relationship management skills
- Ability to work autonomously and show initiative
- Ability to think innovatively and commercially
- Ability to learn and adapt to new systems and processes
- Excellent organisational skills and detailed oriented

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- State government entities (e.g., EPA, DTP, DEECA)
- Rail industry (e.g., Rail operators / Franchisees)
- Local government
- Community groups
- Tenants and other site occupiers