

# Position description

## Compliance Analyst

|                             |                                                 |
|-----------------------------|-------------------------------------------------|
| <b>Position title</b>       | Compliance Analyst                              |
| <b>Position number</b>      | 201303                                          |
| <b>Classification level</b> | TBD                                             |
| <b>Position type</b>        | Permanent                                       |
| <b>Group</b>                | Enterprise Services                             |
| <b>Division</b>             | Legal and Compliance                            |
| <b>Reports to</b>           | Senior Compliance Manager, Legal and Compliance |
| <b>Usual place of work</b>  | 1010 La Trobe Street, Docklands                 |
| <b>Date</b>                 | September 2026                                  |
| <b>Conditions</b>           | Full time (flexibility will be considered)      |

## Our organisation

VicTrack owns Victoria's rail transport land, assets and infrastructure. As a commercially focused government agency delivering for Victoria, 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, buildings 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 business is made up of specialist groups including Innovation, Assets Optimisation & Technology, Property and Telecommunications. These are supported by groups that provide strategic, financial and operational services to the organisation.

## About the group

Our business is made up of specialist delivery groups:

- Innovation, Asset Optimisation and Technology
- Property
- Telecommunications.

These are supported by:

- Government, Stakeholder Relations and Communications
- Finance, Procurement and Assurance
- Enterprise Services
- Office of the Chief Executive.

This position is based in **Enterprise Services**.

This Group provides enterprise-wide support to run VicTrack's operations. It is responsible for a wide range of specialist functions that enable our business to be accountable, transparent and operate effectively including Enterprise IT, People & Culture, Legal & Compliance and Asset Governance.

## About this position

### Reporting relationships

The Compliance Analyst reports to the Senior Compliance Manager and provides support across compliance monitoring, reporting, regulatory change management, and obligation management activities.

### Delegations / Budget

N/A

### Purpose of the position

The Compliance Analyst is a key member of the Legal & Compliance team, supporting compliance monitoring, reporting, and oversight across VicTrack. The role works closely with the Senior Compliance Manager to help ensure compliance obligations are effectively managed and embedded within day-to-day operations.

### Key accountabilities/functions

1. **Compliance monitoring and obligation management:** Actively support the effective operation of VicTrack's Compliance Management Framework through the maintenance and monitoring of compliance obligations, registers, attestations, and reporting activities; ensuring compliance records remain accurate, current, and aligned with legislative, regulatory, ministerial, and policy requirements.

2. **Enterprise collaboration and building trust:** Develop and maintain effective working relationships across the organisation; collaborate with business stakeholders to support compliance outcomes, promote accountability, and foster a positive compliance culture.
3. **Regulatory Change and incident management:** Support the identification, assessment, and implementation of legislative and regulatory changes; maintain regulatory change and breach registers, monitor corrective actions, and assist with incident and breach reporting activities.
4. **Compliance advisory and stakeholder support:** Provide practical compliance support and guidance to internal stakeholders on compliance processes, obligations, and framework requirements; assist stakeholders to embed compliance obligations into day-to-day business activities.
5. **Compliance reporting and insights:** Prepare compliance reports, dashboards, and management information that support effective oversight, decision-making, and governance across the organisation.
6. **Training and capability development:** Support the delivery of compliance training, awareness initiatives, and communications that strengthen organisational understanding of compliance obligations and responsibilities.
7. **Administration and record management:** Maintain high-quality compliance records, documentation, and supporting evidence to ensure compliance activities are appropriately documented and available for reporting, assurance, and audit purposes.
8. **Other duties:** In line with Section 31A of the *Public Administration Act 2004* (Vic) other duties may be assigned consistent with employment classification, skills, and capabilities.

### Key selection criteria

1. **Compliance monitoring and regulatory change management:** Demonstrated experience supporting end-to-end compliance activities, including maintaining compliance registers, monitoring compliance obligations and controls, preparing compliance reporting, managing compliance attestations, and identifying, assessing, and supporting the implementation of legislative and regulatory changes to ensure ongoing compliance.
9. **Working collaboratively and building trusted relationships:** Ability to build and maintain effective working relationships across the organisation, working collaboratively with stakeholders to support compliance outcomes and foster a positive compliance culture.
10. **Incident and breach management:** Ability to support the investigation, recording, analysis, and reporting of compliance incidents and breaches, including tracking corrective actions and identifying emerging trends.
11. **Stakeholder engagement and influencing capability:** Strong communication and interpersonal skills, with the ability to engage effectively with a broad range of stakeholders and provide practical compliance support and guidance.
12. **Continuous improvement and attention to detail:** Demonstrated ability to identify process improvement opportunities, maintain high-quality compliance records, and contribute to the ongoing enhancement of compliance frameworks, systems, and processes.

13. **Planning and organisational skills:** Well-developed organisational skills, with the ability to manage competing priorities, meet deadlines, and maintain accuracy in a fast-paced environment.
14. **Analytical and problem-solving skills:** Strong analytical capability, with the ability to interpret information, identify trends and risks, and support effective compliance decision-making.

## 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 your line manager and the Health & Safety team
- safely access the rail corridor.

## Individual attributes

### Qualifications and experience

1. **Mandatory:** Bachelor's degree in law or compliance.
2. **Experience:** Proven experience in managing a legal or regulatory compliance function, in a regulated industry.

## Interpersonal and other features

### Internal relationships

- All VicTrack employees

### External relationships

- All VicTrack customers
- Vendors and/or suppliers

### Ordinary hours of work

Ordinary hours of work are Monday to Friday between 6:00am and 6:00pm.

### Why work for VicTrack?

#### Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

#### Our vision

Working at VicTrack provides people with the opportunity to contribute to creating thriving places and connected communities for all Victorians. Some of the benefits that we provide our people are listed on our website and can be accessed via: [Careers at VicTrack](#)

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:

1. social and economic inclusion
2. economic prosperity
3. environmental sustainability
4. integration of transport and land use
5. efficiency, coordination and reliability
6. safety, health and wellbeing.