

# Position description

## Group Manager Property Operations

<b>Position title</b>	Group Manager Property Operations, Freight & Leasing
<b>Position number</b>	201280
<b>Classification level</b>	SES -1
<b>Position type</b>	Fixed Term
<b>Group</b>	Property
<b>Reports to</b>	Executive General Manager Property
<b>Usual place of work</b>	1010 La Trobe Street, Docklands
<b>Date</b>	April 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, 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.

## About the group

Our business is made up of three specialist delivery groups – Innovation, Asset Management & Technology, Property and Telecommunications – supported by the Office of the Chief Enterprise Services Officer, Finance, Procurement and Assurance and the Office of the Chief Executive.

This position is based in **Property**.

As VicTrack is one of Victoria's largest land and asset owners, our Property Group is responsible for unlocking the potential and improving the value of our property portfolio to service Victorian communities.

## About this position

### Reporting relationships

The Group Manager, Property Operations, Freight & Leasing reports to the Executive General Manager, Property and is a key member of the Property Group leadership team.

The position has six direct reports managing a team of 20 employees.

### Delegations / Budget

**Delegation:** The position has a Delegation of Authority up to \$500,000.

**Budget:** Accountable for management of an operating budget comprising approximately \$62m in revenue and \$21m in expenditure.

### Purpose of the position

The Group Manager, Property Operations, Freight & Leasing leads and is accountable for the performance of VicTrack's operational property portfolio, driving revenue outcomes while ensuring safe, compliant and effective service delivery.

The role provides leadership across the leasing, licencing, freight access and operational interfaces, with accountability for embedding operational risks, constraints and opportunities into investment, development and asset lifecycle decisions.

The position oversees lease and license administration and management, including renewals and rent reviews, contract and vendor performance, incident and compliance management, and identification of revenue optimisation opportunities. It also manages freight access and third-party interfaces, maintains Rail Infrastructure Manager accreditation, and ensures rail safety systems, standards and practices are effectively embedded across network operations.

Through strong leadership and stakeholder engagement, the position ensures operational excellence, regulatory integrity and value optimisation across VicTrack's property, utilities, services and freight activities in alignment with organisational objectives.

### Key accountabilities/functions

Position accountabilities

1. **Leadership and role modelling:** Actively modelling expected behaviours and values of a high performing organisation and role model consistent leadership by maintaining a regular and meaningful presence in the workplace.
2. **Enterprise collaboration and building trust:** Actively champion and model ways of working that supports organisational outcomes and strengthens cross functional ways of working; foster and maintain high trust relationships between teams, peers and stakeholders that contributes to a culture that supports organisational performance and delivery.
3. **Contract and portfolio performance management:** Oversee the performance of contractual arrangements of VicTrack's operational property, lease, licence, utilities, services and freight portfolios, applying astute judgement in decision-making, ensuring delivery of performance, compliance, service outcomes and continuous improvement aligned to organisational objectives.
4. **Commercial negotiations, stakeholder and influence:** Facilitate and lead complex negotiations across leases, licenses, freight access and service arrangements,

exercising strong influence to achieve optimal financial, operational, stakeholder and community outcomes. Provide leadership across tenants, operator and stakeholder relationships and outsourced service providers, ensuring effective service delivery, contract performance, value for money and outcomes aligned to organisational and community expectations.

5. **Budget and financial stewardship:** Provide accountable leadership, including exercising delegations, for operational budgets and revenue portfolios, ensuring sound financial management, forecasting, performance tracking and corrective action to achieve agreed financial outcomes.
6. **Risk, issue and compliance management:** Identify, assess, anticipate and manage complex operational, commercial, policy, legislative and regulatory risks. Undertaking risk mitigation and leading the resolution of issues and incidents to ensure the achievement of organisational goals including compliance with statutory, contractual and rail safety obligations, including maintenance of RIM accreditation and rail safety systems.
7. **Freight access and network interface management:** Maintain oversight of freight access arrangements and operational interfaces, ensuring equitable, efficient and compliant access to VicTrack's rail infrastructure for third-party operators.
8. **Specialist advice and decision support:** Provide clear, authoritative operational and commercial advice to senior leaders, Board and key decision-makers, translating complex risks, constraints and opportunities into practical recommendations that support informed decisions.
9. **Strategic planning and foresight:** Contribute to and influence enterprise planning and create and implement group business plans that adopt short to medium term horizons, ensuring alignment with whole of organisation planning. Apply strategic thinking, foresight and scenario analysis, ensuring operational insights, emerging risks and future service needs are embedded in investment, development and asset lifecycle decisions.
10. **Other duties as required:** 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. **People leadership and cultural capability:** Highly developed leadership and people management skills that foster a high-performance culture aligned to common vision, including modelling expected behaviours. Demonstrated ability to lead and develop capability within a diverse team in a dynamic environment by encouraging innovation, building trust, providing support, coaching, mentoring and guiding teams and emerging leaders; and fostering a positive and collaborative organisational culture.
2. **Working collaboratively and building trusted relationships:** Demonstrated ability to build a culture of collaboration and teamwork across organisational teams; looks for and facilitates opportunities to collaborate with internal and external stakeholders; and actively identifies and overcomes barriers to collaboration and engagement in a constructive and empowering manner; builds trust through consistent actions, values and communication.
3. **Performance:** Experience driving and delivering high-quality outcomes and priorities that meet expectations of senior executives, the Board, and other key stakeholders including customers. Consistently translating organisational priorities into clear delivery plans, managing risk and resource constraints, and driving measurable results in complex and dynamic environment.

4. **Operational and commercial performance:** Demonstrated experience leading operational portfolios with commercial accountabilities, including lease and licence management, revenue optimisation and service delivery; ability to balance financial outcomes with operational, safety and compliance requirements in complex regulatory environments.
5. **Stakeholder engagement and influence:** Highly developed ability to engage and influence internal and external stakeholders, including tenants, operators and government partners; ability to build trust, manage competing priorities and drive aligned outcomes across complex stakeholder environments.

## 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. Tertiary qualification in Property, Business, Commerce, Engineering or related discipline (mandatory).
2. Extensive experience leading large-scale operational or property portfolios with commercial accountabilities, including leasing, contract management, stakeholder

engagement and revenue optimisation within complex or regulated environments (mandatory).

3. Demonstrated experience operating within regulatory and compliance frameworks, including managing safety, contractual and operational risk, and providing advice to senior leaders or Boards (desirable).

### Other position-specific requirements

1. A current Rail Industry Worker card is desirable; however, VicTrack will support the successful applicant in obtaining one if required.

## 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.