

# Position description

## Group Manager Assets and Capital Delivery

<b>Position title</b>	Group Manager Assets and Capital Delivery
<b>Position number</b>	201277
<b>Classification level</b>	SES-1
<b>Position type</b>	Fixed term
<b>Group</b>	Property Group
<b>Reports to</b>	Executive General Manager Property
<b>Usual place of work</b>	1010 La Trobe Street, Docklands
<b>Date</b>	June 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.

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

### About the group

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, Assets and Capital Delivery reports to the Executive General Manager, Property and is a key member of the Property Group leadership team.

The position has eight direct reports, managing a team of 30 employees.

### Delegations / Budget

**Delegation:** The position has a Delegation of Authority up to \$500K

**Budget:** Accountable for management of an operating budget of approximately \$10 million in expenditure per annum and delivery of a capital program of circa \$24 million in projects.

### Purpose of the position

The Group Manager, Assets and Capital Delivery leads and is accountable for asset lifecycle across VicTrack's non-operational property and infrastructure assets, including land, buildings and structures.

The position ensures assets are safe, compliant, fit-for-purpose and aligned to operational and commercial requirements through condition-based lifecycle management, integrated asset data, performance insights, identification, costing and prioritisation of renewals and capital works to ensure proactive asset stewardship.

The position leads the delivery of capital projects and maintenance programs as a core function of the Property Group and works in partnership with other Property functions to scope, cost and deliver projects that support operational performance, commercial outcomes and long-term asset sustainability.

Through strong leadership and stakeholder engagement, the position provides authoritative advice on land management and tenure matters and holds accountability for land movements between VicTrack and franchisees, ensuring alignment with operational, legal and commercial requirements.

### Key accountabilities/functions

1. **Leadership and role modelling:** Actively model 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 and contributes to a culture that supports organisational performance and delivery.
3. **Asset lifecycle management and performance:** Lead lifecycle management of property and infrastructure assets through condition-based planning, performance monitoring and renewal strategies that align with organisational objectives, risk appetite, service delivery requirements, safety, compliance and sustainability.
4. **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.

5. **Maintenance, facilities and capital delivery:** Lead the end-to-end delivery of maintenance, facilities management and capital works across non-operational property and infrastructure assets, ensuring contractual arrangements are effectively managed and projects are safely executed on time, within budget and to defined lifecycle performance outcomes. Apply astute judgement to complex delivery decisions, balancing operational, commercial, policy and regulatory considerations while driving continuous improvement aligned to organisational objectives.
6. **Investment prioritisation, risk management and performance insight:** Provide strong influence and leadership in capital prioritisation and sequencing of maintenance and renewal programs, aligning asset needs with financial constraints, risk profiles and organisational priorities. Proactively identify, assess, anticipate and manage complex operational, commercial, policy and regulatory risks, leveraging robust asset data, condition information and performance insights to inform lifecycle decisions, optimise investment outcomes and support strategic planning.
7. **Governance, property rights and operational integration:** Ensure effective governance of land tenure, property rights and asset handover processes, including accountability for land movements and advisory input on tenure matters that align with legal, operational and commercial requirements. Lead seamless handover of completed assets into operations, embedding clear performance expectations, maintenance obligations and contractual interfaces, while fostering strong stakeholder influence to support operational readiness and sustainable asset outcomes.
8. **Specialist advice and decision support:** Provide clear, authoritative operational and commercial advice to senior leaders, the 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 fosters 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 a complex and dynamic environment.

4. **Asset management and project execution:** Demonstrated expertise in leading asset portfolios using lifecycle, condition-based and performance-driven approaches, applying sound judgement to balance asset condition, risk, service outcomes and investment priorities in complex environments. Proven capital and project delivery leadership, providing guidance to project managers to identify risks, overcome obstacles, monitor performance against plans, synthesise complex options into clear recommendations, and influence key stakeholders to support successful delivery.

5. **Stakeholder engagement and influence:** Highly developed ability to engage and influence internal and external stakeholders, including contractors, 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. **Mandatory:** Tertiary qualification in engineering, property, construction or related discipline. Demonstrated experience operating within regulatory and compliance frameworks, including managing safety, contractual and delivery risk, and providing advice to senior leaders or Boards.

Extensive relevant experience in asset management, infrastructure delivery or capital works within a complex or regulated environment (minimum 10 years).

### Other position-specific requirements

This role is required to operate across complex asset environments including land, buildings and associated infrastructure, ensuring compliance with safety, regulatory and operational requirements.

## 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.