

Position description

Group Manager Transformation

Position title	Group Manager Transformation
Position number	201312
Classification level	PESES-1
Position type	Fixed term
Group	Office of the Chief Executive
Division	Transformation Office
Reports to	Chief Executive Officer
Usual place of work	1010 La Trobe Street, Docklands
Date	August 2026
Conditions	Full-time (flexibility will be considered)
End date	September 2029

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

This position sits within the **Office of the Chief Executive**.

This is a connected group of specialist functions providing enterprise coordination, governance and strategic direction. Transformation and executive advisory functions report to the Chief Executive, while the Deputy Chief Executive oversees Company Secretary, Risk & Resilience and Health & Safety, together enabling informed decision-making, cross-functional alignment and consistent performance across VicTrack.

About this position

Reporting relationships

The Group Manager Transformation reports directly to the Chief Executive Officer.

Delegations / Budget

The role holds financial delegations as approved under VicTrack's Delegations of Authority and is responsible for overseeing a multi-year transformation budget, as agreed with the Chief Executive.

Purpose of the position

The Group Manager Transformation is responsible for leading and orchestrating VicTrack's enterprise transformation portfolio, providing end to end oversight of all transformation initiatives to ensure they are strategically aligned, appropriately prioritised and sequenced and deliver sustainable organisational change and intended business outcomes.

Acting as the central coordination and governance hub for the transformation program, the position establishes and maintains enterprise-wide frameworks, methodologies, business case standards, reporting systems and governance cadences that drive consistency, transparency and disciplined execution. The role implements robust governance and assurance structures, including executive and management review processes, to oversee major projects and support informed decision-making, accountability and benefits realisation.

Through close partnership with project teams, executives and key stakeholders, the position coordinates strategic oversight of project management, change management, communications and stakeholder engagement activities to ensure a cohesive and integrated approach to delivery. The role proactively manages interdependencies, risks and opportunities across initiatives strengthening cross-functional ways of working and ensuring transformation outcomes are achieved through coordinated execution across the organisation.

Key accountabilities/functions

Position accountabilities

- 1. Leadership and role modelling:** Actively model the behaviours and values of a high-performing organisation, demonstrating visible and consistent leadership through meaningful workplace presence, accountability, collaboration and a commitment to organisational success.
- 2. Enterprise collaboration and building trust:** Champion and model enterprise-wide ways of working that support strategic outcomes and strengthen cross-functional collaboration. Foster and maintain trusted relationships with teams, peers and stakeholders to build organisational alignment, engagement and delivery performance.

3. **Enterprise transformation leadership and coaching:** Lead and orchestrate VicTrack's enterprise transformation portfolio, ensuring initiatives are strategically aligned, appropriately prioritised, sequenced and integrated to deliver sustainable organisational change, enterprise-wide outcomes and long-term value. Provide coaching on the application of project management methodologies to support project teams to be confident in delivering projects under the VicTrack methodologies.
4. **Transformation governance, frameworks and assurance:** Establish and maintain enterprise transformation governance, delivery frameworks, methodologies, business case standards, reporting systems and governance cadences that enable disciplined execution, effective oversight, informed decision-making and consistent management review across transformation initiatives.
5. **Portfolio integration, interdependency management and benefits realisation:** Provide enterprise oversight of transformation initiatives through portfolio coordination, interdependency management, risk monitoring and benefits realisation practices. Ensure projects remain aligned, integrated and collectively deliver intended investment outcomes and organisational value.
6. **Transformation opportunity development and investment planning:** Lead the identification, assessment, prioritisation and progression of transformation initiatives and commercial opportunities to support investment decision-making and future organisational readiness.
7. **Executive advice and strategic reporting:** Provide authoritative advice, portfolio insights, performance reporting and strategic recommendations to senior executives, board and governance forums and investment sponsors, supporting effective decision-making, prioritisation and successful delivery of enterprise transformation outcomes.
8. **Any 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. **People leadership and cultural capability:** highly developed leadership and people management skills fostering a high performance culture aligned to common vision, including modelling expected behaviours; ability to lead a diverse team in a dynamic environment, encourage innovative ideas, build trust, provide support, coach, mentor and guide teams and emerging leaders; and foster a positive and collaborative organisational culture.
2. **Working collaboratively and building trusted relationships:** demonstrated ability to build a culture of collaboration 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; 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. **Enterprise transformation and strategic delivery:** demonstrated experience leading portfolio enterprise transformation initiatives within complex organisations, including establishing governance, coordinating multiple workstreams and aligning transformation

activity to strategic priorities; ability to balance competing organisational priorities and drive sustainable business outcomes.

5. **Portfolio oversight and benefits realisation:** demonstrated ability to coordinate complex portfolios of work, including sequencing initiatives, managing interdependencies, monitoring benefits realisation and providing meaningful insights to support executive decision-making and investment prioritisation.
6. **Executive influence and organisational change:** highly developed ability to influence senior stakeholders and build commitment to enterprise change; ability to provide strategic advice, facilitate alignment across business groups and enable successful implementation of transformation initiatives in complex organisational 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 Business, Commerce, Organisational Change, Project Management or a related discipline (mandatory)
2. Postgraduate qualifications and/or recognised qualifications in change management, transformation or program management (desirable)
3. Ten years' experience leading enterprise transformation, portfolio management or organisational change functions within a complex organisation (mandatory)

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.