

Position description

Policy & Project Specialist

Position title	Policy & Project Specialist
Position number	201272
Classification level	D
Position type	Fixed term
Group	Corporate Services
Division	People & Culture
Reports to	Group Manager, People & Culture – <i>with delegated oversight as required</i>
Usual place of work	1010 La Trobe Street, Docklands
Date	May 2026
Conditions	Full time (flexibility will be considered)
End Date	6 months fixed term

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 specialist delivery groups – Property and Telecommunications – supported by Corporate Services and the Office of the Chief Executive.

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

The Corporate Services group provides the daily support needed 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 Finance, IT & Digital, People & Culture and Procurement.

About this position

Reporting relationships

This position reports directly to the Group Manager, People & Culture.

Delegations / Budget

N/A

Purpose of the position

The Policy & Project Specialist is responsible for the strategic development, scheduled review, and governance of all People & Culture (P&C) policies and procedures. This role provides expert practical advice and guidance to the P&C team as well as managers and employees to ensure that VicTrack's employment frameworks remain relevant, reflect best-practice people management, and comply with all legislative requirements.

Additionally, the role provides project delivery support across key P&C initiatives, including key organisational development projects including but not limited to the Gender Equality Action Plan (GEAP), and the Transformation / Future Ready programs of work.

Key accountabilities/functions

Position accountabilities

1. **Policy development and review:** Lead the research, development, and review of P&C policies, procedures, and frameworks to maintain business relevance and support the overarching P&C Strategy.
2. **Legislative compliance:** Assess the legal and regulatory landscape to ensure all P&C policies and procedures are compliant with new and existing legislation.
3. **Governance and assurance:** Lead the assurance and governance of P&C policies, providing expert interpretation and guidance on policy application and administration for complicated or contentious matters.
4. **Process improvement:** Conduct detailed research, gather feedback and conduct analysis to identify inconsistencies between day-to-day operations and existing policies, recommending evidence-based solutions to streamline processes.
5. **Project management and delivery:** Provide project coordination and delivery support for P&C projects, as required, across the broad generalist scope of organisational development (OD), learning and development (L&D), generalist human resources, payroll and transformation. The role ensures milestones, deliverables and reporting requirements are met.
6. **Future ready project support:** Provide project management and coordination support across a range of P&C and Future Ready initiatives, including planning, tracking, documentation and reporting. Work closely with P&C Senior Managers, in specialist teams to support the effective implementation of people initiatives.
7. **Stakeholder engagement:** Collaborate across the P&C team to ensure policies and/or specifically set projects are clearly scoped and understood, well-researched, and fit for purpose solutions are developed from the perspective of both managers and employees.

8. **Reporting and briefing:** Prepare high-quality briefing papers and submissions on P&C policy/project matters for P&C Senior Management, Executives, and relevant Committees.
9. **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. **Policy development expertise:** Proven experience in the development, interpretation, and implementation of complex HR policies and procedural frameworks within a large organisation.
2. **Research and analytical Skills:** Demonstrated ability to conduct detailed research and evidence-based analysis to address policy issues and inform decision-making.
3. **Legislative knowledge:** Sound knowledge of contemporary HR practices and relevant employment legislation used to ensure policy compliance.
4. **Communication and influencing:** Excellent written and verbal communication skills, with a proven ability to convey complex policy issues in simple, business-focused terms.
5. **Stakeholder management:** Strong interpersonal skills with the ability to build effective networks and collaborate across teams to deliver policy outcomes.
6. **Organisational and self-management:** Excellent organisational and problem-solving skills, with the ability to work independently and manage multiple policy reviews simultaneously.
7. **Project coordination:** Demonstrated experience providing project management or project coordination support across complex initiatives.
8. **Transformation/change:** Proven experience supporting organisational change or transformation initiatives, with the ability to work effectively across multiple workstreams and stakeholders.

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 qualifications in Human Resources, Business Management, Psychology or a related field.
2. **Desirable:** not applicable.
3. **Experience:** Significant experience developing and interpreting policy, including preparing formal reports, briefings, and correspondence for senior leadership. Demonstrated experience supporting people-related projects and/or transformation initiatives with exposure supporting diversity, equity and inclusion initiatives.

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.