

Position description

Regulatory Compliance and Advisory Manager

Position title	Regulatory Compliance and Advisory Manager
Position number	201038
Classification level	E
Position type	Permanent
Group	Property
Division	Property
Reports to	Executive General Manager Property
Usual place of work	1010 La Trobe Street, Docklands
Date	May 2026
Conditions	Full time (flexibility will be considered) 1.0 FTE
End date (if fixed term)	Full-time Permanent

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 Regulatory Compliance and Advisory Manager reports to the Executive General Manager, Property and forms part of the Executive General Manager Property's office.

Delegations / Budget

Delegation: N/A

Budget: N/A

Purpose of the position

The Regulatory Compliance and Advisory Manager supports the Property Group to deliver safe, effective and well-governed outcomes by providing trusted advice, insight and subject matter expertise across risk, compliance and assurance matters.

The role focuses on enabling strong decision-making and embedding practical business controls that support delivery of business objectives within a complex and evolving operating environment.

The role also provides strategic and operational advisory support to the Executive General Manager, contributing to property strategy, stakeholder engagement and organisational priorities. Working collaboratively with internal stakeholders, the Manager influences timely, well-informed outcomes by translating complex requirements into clear, pragmatic guidance. Success in the role relies on initiative, the ability to quickly understand new subject matter, and the capacity to deliver high-quality, audience-appropriate written advice and briefings.

Key accountabilities/functions

- 1. Enterprise property compliance oversight**

Lead oversight of compliance, assurance and risk activities across the Property Group to enable consistent, risk-based application of controls aligned to corporate governance frameworks and business outcomes, ensuring all processes and procedures are integrated within the Group.

2. **SOCI compliance leadership (North Dynon)**
Provide oversight, specialist advice and assurance support for SOCI obligations at North Dynon and other relevant critical assets, supporting operational teams to understand, embed and meet their responsibilities so that obligations are identified, embedded, monitored and reported in line with legislative requirements and organisational expectations.
3. **Strategic advisory to executive leadership**
Provide trusted strategic and operational advice to the Executive General Manager and Group Managers on compliance, risk, emerging issues and stakeholder impacts to support informed decision-making and property strategy.
4. **Risk and control framework integration**
Embed compliance, assurance and risk considerations into Property business planning, operational processes and change initiatives, ensuring alignment with enterprise policies, standards and frameworks.
5. **Expert compliance advice and policy, standard and guidance development** Act as subject matter expert for the Property Group, providing clear, practical guidance on regulatory, legal and governance obligations, including interpretation of obligations and implications for operations. Lead the development, review and maintenance of policies, standards and guidance to support consistent understanding and application across the Group.
6. **Incident, issue and change advisory and resolution**
Provide expert advice on potential compliance incidents, material issues and operational changes, ensuring timely escalation, appropriate reporting and effective remediation where required. Work with stakeholders to drive resolution of issues, support implementation of corrective actions and reduce the likelihood of recurrence.
7. **Assurance reviews and continuous improvement**
Design and deliver quality assurance activities to assess control effectiveness, identify gaps and drive continuous improvement in compliance and operational performance.
8. **Stakeholder collaboration and influence**
Build strong, collaborative relationships across Property teams and corporate functions, using influence and negotiation to resolve issues and enable timely, sustainable outcomes.
9. **Reporting, briefings and insights**
Deliver high-quality executive reporting, briefings and written advice, synthesising complex information into clear, audience-appropriate insights to support accountability and performance.
10. **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. **Strategic planning and delivery:** Demonstrated ability to guide and contribute to strategic planning processes, translating organisational priorities into clear, outcomes-focused plans. Ensures alignment between strategic intent, operational delivery and governance requirements, supporting effective decision-making.
2. **Critical thinking and problem solving:** Strong analytical capability to assess complex and emerging issues from multiple perspectives, identify systemic risks and opportunities, and develop pragmatic, outcomes focused, sustainable solutions aligned to business and regulatory expectations.

3. **Influence, negotiation and stakeholder engagement:** Demonstrated ability to build credibility and influence outcomes through effective relationships with senior leaders and diverse stakeholders. Uses sound reasoning, negotiation and persuasion to gain buy-in and drive timely, well-governed outcomes without direct authority.
4. **Adaptability, resilience and change leadership:** Demonstrates resilience and flexibility in complex, high-pressure environments, adapting approaches as needed to achieve outcomes. Maintains focus and supports others through change, ambiguity and increased scrutiny while exercising sound judgement.
5. **Communication and professional writing:** Highly developed written and verbal communication skills, with the ability to produce clear, concise and evidence based, briefings and reports. Confidently communicates complex issues and recommendations to executives 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 qualification in Property, Business, Commerce, Engineering or related discipline
2. **Preferred:** Project management and/or process improvement certification
3. Relevant experience is required (>5 years)

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.