

Position description

Remuneration & Benefits Lead

Position title	Remuneration & Benefits Lead
Position number	200903
Classification level	F
Position type	Permanent
Group	Enterprise Services
Division	People & Culture
Reports to	Group Manager, People & Culture
Usual place of work	1010 La Trobe Street, Docklands
Date	July 2026
Conditions	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, 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

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 **Enterprise Services**.

This Group provides enterprise-wide support 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 Enterprise IT, People & Culture, Legal & Compliance and Asset Governance.

About this position

Reporting relationships

The Remuneration & Benefits Lead reports to the Group Manager, People & Culture.

Delegations / Budget

N/A

Purpose of the position

This Remuneration & Benefits Lead role leads the organisation's remuneration, reward and benefits framework, ensuring transparency, equity and alignment with business objectives and Victorian Government requirements. The role provides strategic direction across remuneration governance, executive remuneration, employee benefits, job evaluation and workforce reward programs. It has accountability for executive remuneration governance under the Public Entity Executive Remuneration (PEER) policies framework, annual enterprise agreement remuneration reviews, and the application of robust job evaluation and benchmarking methodologies.

As a trusted advisor to the P&C Leadership Team and senior leaders in the organisation, the role provides authoritative, data-driven advice on complex remuneration matters, maintains strong process and classification integrity, and enables informed, compliant decision-making through high-quality analysis and reporting. This role will interface with internal People & Culture stakeholders and business leaders across the organisation, supporting enterprise-wide remuneration governance and decision-making.

Key accountabilities/functions

Position accountabilities:

1. **Strategic Remuneration Management:** Develop and manage comprehensive reward strategies that align with business goals and Victorian Government Sector standards.
2. **Executive Remuneration Governance:** Manage the PEER framework for the executive cohort, including framework communication, legacy realignment, and educating the Executive group on public sector settings.
3. **Annual Review Leadership:** Manage the PEER and Enterprise Agreement remuneration processes, including the preparation of high-quality papers for the Board and Strategy, Culture & Capability Committee.

4. **Job Evaluation & Benchmarking:** Manage job evaluation frameworks using Mercer or similar methodologies and provide deep remuneration insights through consistent benchmarking and salary surveys.
5. **Remuneration Advisory:** Act as a trusted technical advisor to the P&C Leadership Team and Senior Leaders, providing expert advice and reporting on complex remuneration issues and market practices while uplifting the remuneration capability and technical confidence of P&C team members.
6. **Benefits Strategy and Governance:** Lead the design, review and governance of employee benefits programs to ensure they remain competitive, cost-effective and aligned to workforce needs and organisational objectives. Manage relationships with external providers, undertake market assessments of benefits offerings, analyse utilisation and employee feedback data, and provide recommendations to enhance attraction, retention and employee experience outcomes. Support compliance with relevant legislative, taxation and policy requirements relating to employee benefits.
7. **Benefits Design and Management:** Demonstrated experience designing, implementing and evaluating employee benefits programs, including the ability to assess market competitiveness, optimise employee value propositions, manage vendor relationships and balance employee and organisational requirements.
8. **Process Integrity:** Partner with HR Business Partners and the Payroll Lead to ensure position description integrity and consistent application of classification review processes.
9. **Data-Driven Decision Making:** Analyse complex remuneration and benefits data to produce actionable insights and meet annual Government reporting obligations, including actions relating to our Gender Equality Action Plan.
10. **Continuous Improvement:** Identify and recommend continuous improvement initiatives across P&C processes and services, using data, feedback and experience to improve effectiveness and employee experience.
11. **Policy and Professional Development:** Contribute to policy and procedure review and development. Develop and maintain professional standards of knowledge of HR policy and procedure. Keep abreast of developments in the relevant HR area of expertise and more broadly
12. **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. **Strategic Remuneration and Reward:** Extensive experience in designing and managing Remuneration and Benefits frameworks that ensure transparency, competitiveness, and alignment with large-scale organisational strategy.
2. **Executive Framework Expertise:** Proven knowledge and understanding of executive employment and remuneration practices, specifically the PEER framework applicable to Victorian Public Sector Entities.
3. **Job Evaluation Specialisation:** Demonstrated experience working with commercial job evaluation methodologies (e.g., Mercer or Korn Ferry) to maintain internal equity and classification integrity.

4. **Complex Analytical Capability:** Highly developed analytical skills with a strong attention to detail and the ability to manage significant datasets to inform robust decision-making.
5. **Stakeholder Engagement and Advisory:** Excellent interpersonal and communication skills with the ability to engage, influence, and act as a trusted advisor to all customers on complex remuneration matters, including through the preparation and presentation of written reports.
6. **Functional Collaboration:** A proven ability to work collaboratively within a multi-disciplinary leadership team to drive solutions focused and unified service model.

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 level qualifications in Human Resources, Business Management, Finance, or a related field.
2. **Experience:** Extensive experience in a specialist remuneration and benefits leadership role, including responsibility for remuneration strategy, executive remuneration governance, benefits program design and management, and market benchmarking within a complex corporate or public sector environment. within a complex corporate or public sector context.

3. **Technical Skills:** Advanced technical proficiency in Excel and the ability to learn and optimise HRIS remuneration modules.

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.