

Position description

Senior Compliance Manager

Position title	Senior Compliance Manager
Position number	201293
Classification level	F
Position type	Ongoing
Group	Enterprise Services
Division	Legal and Compliance
Reports to	Group Manager, Legal and Compliance
Usual place of work	4010 La Trobe Street, Docklands
Date	June 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, 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:

- Innovation, Asset Optimisation and Technology
- Property
- Telecommunications

These are supported by:

- Government, Stakeholder Relations and Communications
- Finance, Procurement and Assurance
- Enterprise Services
- Office of the Chief Executive

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

The Enterprise 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 People & Culture, Legal & Compliance, Enterprise IT and Asset Governance.

About this position

Reporting relationships

The Senior Compliance Manager reports to the Group Manager, Legal & Compliance. The role provides compliance leadership and direction across the business, with a direct report (Compliance Analyst).

Delegations / Budget

N/A

Purpose of the position

This role is a key member of the Legal & Compliance team, responsible for providing high-level strategic compliance advice to VicTrack's executive and senior leadership.

This role leads the central compliance function to drive legal and regulatory compliance across VicTrack's business delivery. VicTrack manages its compliance obligations through a hybrid function, with Legal & Compliance responsible for managing, monitoring and oversight of compliance obligations and activities, in collaboration with Finance who run audit and assurance functions, while the delivery groups are responsible for ensuring day-to-day business activities achieve compliance.

Key accountabilities/functions

Position accountabilities:

1. **Leadership and role modelling:** Actively and consistently modelling expected behaviours and values of a high performing organisation, 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 that contributes to a culture that supports organisational performance and delivery.
3. **People management:** Leading the compliance team, to foster a strong sense of professionalism, high-quality, client-oriented service and continuous capability development.
4. **Enterprise compliance leadership:** Lead the design, implementation and maintenance of VicTrack's enterprise-wide compliance architecture. Ensure alignment with all relevant legislative, regulatory, ministerial and policy obligations, to maintain an accurate and current enterprise compliance register.
5. **Compliance advisory and oversight:** Provide expert advice to Business and Delivery Groups on the interpretation of obligations and the implementation of effective controls.

Oversee compliance activities including breach and incident management, self-assessments, attestations, and escalation processes to drive consistent compliance practices across the organisation.

6. **Stakeholder engagement and training:** Partner with internal stakeholders - including non-compliance professionals - to embed compliance capability across the business. Develop and deliver targeted training, education, and change management programs to uplift organisational understanding and support the successful implementation of compliance initiatives.
7. **Reporting and executive/board engagement:** Prepare and present high-quality compliance reporting and insights to the Executive, Board, and Audit & Risk Management Committee. Provide strategic advice on compliance risks, emerging obligations, and organisational readiness, ensuring transparency, accountability, and informed decision-making at senior governance levels.
8. **Continuous improvement:** Drive a culture of continuous improvement within the compliance function, ensuring systems, processes and capability evolve to meet organisational strategy, operations and best practice standards.
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. **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 ensure legal and regulatory compliance that meets expectations of senior executives; the Board; other key stakeholders including customers.
4. **Compliance capability:** Demonstrated experience performing end-to-end compliance activities, including identifying, interpreting and operationalising new or amended legislative or regulatory obligations, to support breach processes and compliance attestations.
5. **Expertise in managing compliance frameworks:** Proven experience designing, implementing, and managing enterprise-wide compliance frameworks and compliance registers within a complex corporate or government environment.
6. **Stakeholder engagement and influencing capability:** Evidence of successfully partnering with diverse stakeholders - including other internal business groups, senior executives, Boards, and non-compliance professionals - to achieve shared compliance

outcomes, influence decision-making, and drive behavioural change across an organisation.

7. **Analytical and pragmatic communication:** Strong ability to analyse complex compliance issues, provide clear and actionable advice, develop high-quality reporting, and communicate effectively across all levels of the organisation.

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:** Bachelor degree in law or compliance.
2. **Experience:** Proven experience in managing a legal or regulatory compliance function, in a regulated industry.

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.