

Position description

Senior Manager, Business Partnering

Position title	Senior Manager, Business Partnering
Position number	201092
Classification level	F
Position type	Permanent
Group	Corporate Services
Division	People & Culture
Reports to	Group Manager, People & Culture
Usual place of work	1010 La Trobe Street, Docklands
Date	May 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 – 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

The Senior Manager Business Partnering reports to the Group Manager People & Culture. The role provides leadership and direction to three direct reports:

- 3 x People & Culture Business Partners.

Delegations / Budget

N/A

Purpose of the position

This role is a key member of the People & Culture Leadership Team, responsible for providing high-level strategic consulting, advice, and coaching to VicTrack's executive and senior leadership. This role leads the Business Partnering function to drive the VicTrack people strategy and ensures that major organisational transformations such as 'Future Ready' are supported by sound industrial relations and proactive people planning.

Key accountabilities/functions

Position accountabilities:

1. **Strategic partnering:** Act as the primary relationship holder for business groups, driving the development and delivery of client People Plans that balance enterprise goals with specific business unit needs.
2. **People management:** Manage a team of P&C professionals, setting goals, objectives, and KPIs to achieve operational results and grow team capability through coaching and mentoring.
3. **Industrial and employee relations:** Act as the point of escalation for complex case management and large-scale transformation activities, providing expert advice on the interpretation and implementation of VicTrack's Enterprise Agreement.
4. **Change leadership:** Lead the redesign and execution of organisational change programs in accordance with Enterprise Agreement provisions to mitigate risk and ensure successful implementation.
5. **Policy governance:** Delegated oversight of the Policy & Project Specialist (or other such position) to ensure the proactive development, review, and maintenance of all P&C policies and procedures, ensuring they remain relevant and compliant with Victorian Government and legislative standards and that BAU teams have the processes, tools, and capability to maintain ongoing service delivery, accuracy and compliance.
6. **Data-driven analysis:** Oversee the analysis of key HR metrics (e.g., turnover, engagement, workforce profile) to identify trends and collaborate with leaders on proactive, data-informed solutions.
7. **Program delivery:** Lead the implementation of annual people cycles within the designated portfolio, including performance management (IPM) moderation and salary reviews.

8. **Stakeholder influence:** Build and maintain influential relationships with key senior internal and external stakeholders, including transport partner peers and unions, to deliver strategic outcomes.
9. **Stakeholder communication:** Draft and deliver well-structured papers, reports, and presentations for senior leadership, ensuring clarity, accuracy, and alignment with organisational priorities.
10. **Functional collaboration:** Partner with the Senior Manager, HR Operations and specialist Leads to leverage operations data and programs for integrated service delivery to the business. Partner with the Employee Capability team to provide informed advice on OD initiatives and frameworks and support their effective implementation.
11. **Transformation:** Actively support the Future Ready program and organisational culture change journey by role modelling constructive behaviours, embedding culture into ways of working and developing the change knowledge, mindset and behaviour in the BP team.
12. **Continuous improvement:** Drive a culture of continuous improvement within the HR BP function, ensuring systems, processes and capability evolve to meet organisational strategy, workforce needs and best practice standards.
13. **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 business partnering:** Extensive experience in a senior HR leadership role providing strategic consulting and advice to executive stakeholders within a complex, multi-functional organisation, with experience of public sector highly regarded.
2. **Industrial relations expertise:** Demonstrated knowledge and application of industrial relations legislation and government policies as they relate to enterprise agreement negotiations and complex case management.
3. **Transformation and change management:** Proven ability to lead organisational change efforts, with a strong understanding of change methodologies and the legal requirements for consultation and implementation.
4. **Leadership and people management:** Skilled in leading a multidisciplinary team of professionals to foster a strong sense of professionalism and high-quality, client-oriented service.
5. **Policy and governance:** Experience overseeing the development of comprehensive P&C policies and frameworks that support business strategy and meet legislative requirements.
6. **Stakeholder engagement:** Highly developed negotiation and influencing skills, with the ability to act as a trusted advisor and challenge the status quo to drive modernised HR practices.

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 Resource Management, Business Administration, Psychology or a related field.
2. **Desirable:** Tertiary qualification in Employment Law or Industrial Relations.
3. **Experience:** Extensive proven senior-level HR experience providing support, coaching, and advice at the executive level in a public sector or similar context. Extensive leadership and people management experience.

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.