

# Position description

## Senior Manager, Employee Capability

<b>Position title</b>	Senior Manager, Employee Capability
<b>Position number</b>	201271
<b>Classification level</b>	F
<b>Position type</b>	Fixed term
<b>Group</b>	Corporate Services
<b>Division</b>	People & Culture
<b>Reports to</b>	Group Manager, People & Culture
<b>Usual place of work</b>	1010 La Trobe Street, Docklands
<b>Date</b>	May 2026
<b>Conditions</b>	24-month fixed term contract

### 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 Employee Capability reports to the Group Manager People & Culture. This role is a member of the People & Culture Leadership Team and provides leadership and direction to three direct reports and one indirect report.

#### Direct reports:

- Organisational Development & Inclusion Manager
- Learning & Development Specialist
- Learning & Organisational Development Coordinator

#### Indirect reports:

- Inclusion Specialist

### Delegations / Budget

TBC

### Purpose of the position

The Senior Manager, Employee Capability is responsible for providing leadership and direction to the team to enable delivery of the VicTrack People Strategy. The position is responsible for the design, development and delivery of strategic change to uplift people capability, organisational culture and performance, support diversity and enhance organisational engagement. The Senior Manager will work with and influence senior leaders across the organisation to build a high-performing culture that meets strategic objectives.

### Key accountabilities/functions

Position accountabilities:

1. **Strategic leadership:** Provide leadership on best practice to deliver a progressive change in inclusion and workforce diversity to Senior Leaders and People Teams.
2. **Strategy development:** Lead the development of the People Strategy, Learning and Capability framework and Diversity & Inclusion action plans, along with relevant policies and procedures.
3. **Culture and engagement:** Lead the annual Culture Survey program (including Pulse, People Matter and ad hoc surveys as required) and support organisation action planning. Contribute to and lead the Culture Plan and Values Refresh program and other programs of work within the organisational Future Ready program.
4. **Diversity, equity, inclusion and belonging:** Assess the effectiveness of the current Gender Equality Action Plan (GEAP) and develop interventions to achieve compliance and inform future plans. Oversee all associated work plans and programs to ensure compliance and best practice.
5. **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 Capability team.

6. **Leadership development and engagement:** Lead the design and implementation of leadership capability frameworks and development programs to ensure VicTrack leaders are equipped to drive high performance, navigate change, and foster an engaged, inclusive workforce.
7. **Learning ecosystem:** Oversee the design, implementation, and management of VicTrack's learning ecosystem. The role ensures that training programs uplift workforce capability, support a high-performing culture, and meet all safety and legislative compliance requirements.
8. **Digital Learning Strategy:** Provide leadership over the entire lifecycle of eLearning and digital content, including the Learning Management System (LMS) and external learning designers.
9. **Training needs analysis:** Lead organisational training needs analysis (TNA) to identify capability gaps and develop targeted interventions.
10. **Talent and continuity:** Support the Talent Manager in developing and implementing succession planning across VicTrack's critical roles, identifying the development/training needs and resources to support successors.
11. **Compliance and risk:** Oversee the requirements for professional certification and registration to meet legislative obligations and board reporting requirements.
12. **Early careers and pathways:** Lead the development and implementation of organisational early career programs. Oversee workplace traineeships, internships, and cadetships, managing partnerships with universities and other training providers.
13. **People management:** Manage a team of professionals, setting goals, objectives, and KPIs to achieve operational results and grow team capability through coaching and mentoring.
14. **Safety collaboration:** Partnering with Health & Safety, lead elements of the Wellbeing, Mental Health and Psychosocial Plan.
15. **Employee experience / lifecycle:** Collaborate with the People & Culture team to contribute to the redesign of the employee lifecycle experience and the ongoing focus on employee experience, including service recognition and wellbeing (including EAP).
16. **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.
17. **Stakeholder partnership:** Partner with key stakeholders to deliver new people programs as required aligned to organisational strategy and goals.
18. **Stakeholder communication:** Draft and deliver well-structured papers, reports, and presentations for senior leadership, ensuring clarity, accuracy, and alignment with organisational priorities.
19. **Risk:** Identify and communicate risks associated with area of specialty. Participate in organisational risk assessments. Identify and mitigate risks and provide reporting as requested.
20. **Continuous improvement:** Drive a culture of continuous improvement within the capability function, ensuring systems, processes and capability evolve to meet organisational strategy, workforce needs and best practice standards.

21. **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 strategy and framework development:** Extensive experience in shaping and developing comprehensive people strategies, learning and capability strategies, and OD frameworks that align with long-term business objectives.
2. **Leadership and people management:** Proven ability to lead, coach, and mentor a team of professionals. Experience in setting KPIs, managing performance, and fostering a high-performing, service-oriented team culture.
3. **Diversity, inclusion and gender equality:** Demonstrated expertise in embedding D&I into organisational practices and delivering Gender Equality Action Plans (GEAP) to drive progressive workforce change.
4. **Culture and engagement:** Proven experience in leading large-scale culture and engagement programs, including annual survey cycles (e.g., People Matter) and Values Refresh programs.
5. **Stakeholder engagement and influence:** High-level interpersonal and negotiation skills, with a track record of collaborating with senior leaders and external government departments (DTP, VPSC).
6. **Analytical and conceptual thinking:** Advanced analytical skills with the ability to interpret complex data to inform capability mapping, role design, and succession planning.
7. **Change and project management:** Demonstrated experience in successfully leading strategic change projects, including the redesign of the employee lifecycle experience.

### 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, Organisational Psychology, or another applicable field.
2. **Desirable:** Professional membership with the Australian Human Resources Institute (AHRI).
3. **Experience:** Extensive experience working with Learning, Development, Capability, Talent and/or Organisational Development (OD) functions within the public sector or a similar context.

## 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.