

Position description

Senior Privacy and Governance Officer

Position title	Senior Privacy and Governance Officer
Position number	201294
Classification level	E
Position type	Permanent
Group	Enterprise Services
Division	Legal and Compliance
Reports to	Group Manager, Legal and Compliance
Usual place of work	1010 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 Privacy and Governance Officer reports to the Group Manager, Legal & Compliance. The role provides leadership and direction for privacy and governance matters across the business.

Delegations / Budget

N/A

Purpose of the position

This role is a key member of the Legal & Compliance Team, responsible for providing strategic privacy advice to VicTrack's Executive and senior leadership and ensuring the organisation meets its statutory privacy obligations. The position leads the development and implementation of VicTrack's privacy function, oversees the management of personal information across its full lifecycle, and acts as a central point of expertise for privacy risk, incident response, and regulatory engagement, in close collaboration with Legal and Compliance team members and business areas of VicTrack.

In addition, the role plays a critical part in strengthening VicTrack's corporate governance environment by managing the organisation's decision-making structures, delegations of authority, procedures, policies and governance instruments. The role is critical for ensuring that delegations and decision-making policies and protocols are consistently applied across the business.

The role combines strategic advisory capability with hands-on operational delivery to uplift organisational maturity in both privacy and governance practices.

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. **Privacy management, frameworks and compliance:** Lead the development, implementation, and continuous improvement of VicTrack's privacy governance arrangements, including the Privacy Management Framework, Privacy Management

Plan, privacy policies, collection notices, and guidance materials. Ensure organisational compliance with the *Privacy and Data Protection Act 2014 (Vic)*, *Health Records Act 2001 (Vic)*, *Privacy Act 1988 (Cth)* and relevant public records and information security requirements.

4. **Privacy assessments, risk management and incident response:** Oversee and advise on Privacy Impact Assessments (PIAs), privacy-by-design practices, information-sharing protocols, and vendor privacy requirements. Support and coordinate responses to privacy incidents and data breaches, ensuring alignment with the Office of the Victorian Information Commissioner (OVIC) guidance, Victorian Protective Data Security Framework (VPDSF) obligations, and internal incident response processes.
5. **Stakeholder engagement and training:** Develop and deliver targeted privacy training, awareness programs, and guidance to build organisational capability. Engage regularly with business groups, establish and support a privacy working group, and act as the primary liaison with OVIC and other regulators to strengthen VicTrack's privacy culture and maturity.
6. **Governance frameworks, delegations and decision-making structures:** Deliver, maintain, and enhance VicTrack's governance frameworks, including delegations of authority, management committee structures, and decision-making policies. Conduct governance maturity assessments and drive continuous improvement to ensure transparent, accountable, and effective organisational decision-making.
7. **Continuous improvement:** Drive a culture of continuous improvement within privacy and governance, ensuring systems, processes and capability evolve to meet organisational strategy, operations and best practice standards.
8. **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. **Cultural capability:** leadership and people management skills fostering a high performance culture aligned to common vision, including modelling expected behaviours; ability to encourage innovative ideas, build trust, provide support, coach, mentor and guide teams on relevant subject matters; 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. **Privacy legislation and frameworks:** Extensive knowledge of Victorian privacy legislation, Information Privacy Principles, and public sector privacy governance requirements, with proven experience developing privacy policies, PIAs, collection notices, and privacy guidance materials.

5. **Privacy risk, incident and lifecycle management:** Proven ability to identify and assess privacy risks, manage privacy incidents and data breaches, and ensure compliance across the full information lifecycle, including collection, use, storage, sharing, accuracy, and destruction of personal information.
6. **Delivering pragmatic governance frameworks:** Proven ability to perform hands-on governance activities, including maintaining and updating delegations of authority, coordinating management committee operations, monitoring compliance with decision-making protocols, and ensuring governance documentation is accurate, current, and consistently applied. Demonstrated capability to translate governance requirements into practical tools, templates, and processes that support day-to-day organisational decision-making.
7. **Stakeholder engagement and training skills:** Demonstrated experience partnering with diverse stakeholders, delivering targeted training, influencing organisational behaviour, and providing clear, practical advice on privacy obligations and decision-making frameworks.
8. **Analytical and pragmatic communication:** Strong ability to analyse complex privacy and governance 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:** Tertiary education in a relevant field, such as law, privacy, governance, risk and compliance or business management.
2. **Desired:** Bachelor degree in law.
3. **Experience:** Proven experience in managing privacy or governance functions, 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.