

## Position description

<b>Position title</b>	Strategic Project Lead P&C
<b>Position number</b>	201257
<b>Classification level</b>	F
<b>Group</b>	Corporate Services
<b>Reports to</b>	Group Manager People and Culture
<b>Location</b>	1010 La Trobe Street, Docklands
<b>Date</b>	February 2026
<b>Tenure</b>	Full time, Fixed Term 12 Months

## Our organisation

VicTrack is custodial owner of Victoria's rail transport land, assets and infrastructure. 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.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

## Our business groups

Our business is made up of two specialist delivery groups – Property and Telecommunications – supported by Corporate Services and the Office of the Chief Executive.

### Our vision

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:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

### Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

### Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

## Dimensions

### Reporting relationships

This role reports directly to the Group Manager, People and Culture.

### Budget

N/A

## Purpose of the position

The Strategic Project Lead will play a pivotal role within the P&C function, providing high level strategic and operational support to the GM P&C as well as working across the broader P&C team to ensure the timely delivery of key initiatives. The role is initially responsible for driving day-to-day project activities, monitoring delivery and ensuring clear communication to all stakeholders. The role will provide guidance and support to the wider P&C team to identify issues, remove obstacles that may hinder project process and implement solutions.

The Strategic Project Lead role will additionally have a future focus on leading Transformation specific strategies and priorities for and with P&C. The role will be a key contributor to organisational priorities by applying strong strategic thinking to help bring to life transformation activities through cross-collaboration within and beyond the P&C team.

The role will act as a central driver for all key P&C priorities as the team leads the organisation through key moments of change, shifting as required from BAU and day-to-day activities, to strategic and long-term planning on organisational priorities, ensuring momentum equally as required.

## Key accountabilities/functions

### Compliance Activities / Projects

- Lead the coordination and delivery of mandatory P&C compliance activities, cyclical and ad hoc, ensuring all outcomes meet required business need, quality standards, and align with strategic objectives.
- Engage with and coordinate inputs from the broader P&C team and other key stakeholders, ensuring alignment, clear ownership of responsibilities and an efficient workflow across all stages of the work from commencement to delivery and embedding all aspects.
- Develop detailed project plans including communications to all necessary stakeholders to oversee the management of change, with consideration of all P&C governance requirements ensuring risks are controlled and mitigated.
- Provide advice to the GM P&C on the status of key activities and projects, including progress against milestones, risks, bottlenecks recommended mitigation strategies and escalation points.

### P&C Team

- Model strategic thinking and delivery excellence, setting a consistent standard for high-quality project execution across the P&C function.
- Support business planning across the P&C group, helping define priorities, align work programs and ensure coherence with the broader organisational strategy.
- Analyse current P&C metrics and dashboards for effectiveness and provide strategic insights on future needs both within the team and for Business Leaders to enable the most effective management of the workforce.
- Partner with P&C Leadership Team members to provide advice, guidance and strategic input on matters that will improve the execution and delivery of P&C services, the overall long-term effectiveness of the P&C function and support organisational efficiency.

### Transformation

- Work collaboratively with the Transformation Program Office, to provide insights and recommendations to help shape VicTrack's cultural transformation initiatives.
- Provide strategic inputs into proposed or actual key P&C deliverables linked to organisational transformation activities.

- Support the successful delivery of the cultural transformation project, ensuring all milestones, timelines and deliverables are achieved once the project scope and plans are defined.

#### Other

- Undertake additional tasks as required to support P&C and organisational priorities.

### 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 the Manager Safety
- safely access the rail corridor.

### Individual attributes

#### Qualifications

- A tertiary qualification in Human Resources, Business Management, or related discipline (essential).

#### Knowledge and experience

- Extensive knowledge of contemporary and emerging HR practices, policies, and frameworks, with a strong understanding of Victorian Government policies and procedures is preferred.
- Proven success in leading organisational and cultural change in dynamic, multi-stakeholder environments.

- Proven generalist Human Resources experience ideally within a multi-functional complex organisation.
- Experience in working in a diverse, cross-functional HR team, including partnering with senior people leaders across multiple disciplines such as HR Operations, Business Partnering, and Talent Acquisition.
- Exceptional communication and networking skills, with the ability to engage diverse stakeholders and influence outcomes across the executive leadership team.

### Skills

- Ability to develop effective working relationships across all levels within the business
- High level analytical and conceptual skills
- Strong ability to influence stakeholders to support the delivery and timely completion of project outcomes
- Proven ability to deliver compliance projects and communicate to the business
- Highly developed written communication skills including the ability to prepare clear and comprehensive documentation and reporting
- Highly organised and able to prioritise conflicting deadlines and manage the expectations of others
- Strong analytical and conceptual thinking, with the ability to translate data into strategic insights

### Interpersonal and other features

#### Internal relationships

- All VicTrack employees

#### External relationships

- All VicTrack customers
- Vendors and/or suppliers