

Position description

System & Data Lead

Position title	Systems & Data Lead
Position number	201273
Classification level	E
Position type	Permanent
Group	Corporate Services
Division	People & Culture
Reports to	Senior Manager, HR Operations
Usual place of work	1010 La Trobe Street, Docklands
Date	July 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, buildings 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 business is made up of specialist groups including Innovation, Assets Optimisation & Technology, Property and Telecommunications. These are supported by groups that provide strategic, financial and operational services to the organisation.

About the group

This position is based in **Enterprise Services**. This Group provides enterprise-wide support 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 Enterprise IT, People & Culture, Legal & Compliance and Asset Governance.

About this position

Reporting relationships

The Systems & Data Lead reports to the Senior Manager HR Operations and provides leadership and direction to one direct report:

- HR Systems Administration & Data Analyst

Delegations / Budget

N/A

Purpose of the position

The Systems & Data Lead is a subject matter expert responsible for the strategic management, performance, and integrity of VicTrack's People & Culture (P&C) technology suite. This role is a critical driver of the "Future Ready" agenda, tasked with transitioning the function towards a streamlined, efficient and contemporary HRIS environment. The Systems & Data Lead ensures that P&C systems deliver absolute data integrity and high-quality analytics to inform strategic workforce decisions across the organisation.

Key accountabilities/functions

Position accountabilities:

1. **Systems strategy & governance:** Act as the key contributor to P&C technology improvement initiatives, by identifying opportunities, providing functional expertise and supporting implementation to enhance system effectiveness and user experience.
2. **HRIS / HR technology modernisation:** Lead the implementation and configuration of new HRIS functionality, moving the function away from manual legacy systems (e.g., Excel and non-integrated systems) to drive efficiency.
3. **Data analytics & insights:** Support the shift of the function from data entry to data analysis by producing high-quality people analytics, maintaining data integrity, and development self-service dashboards that enable informed decision-making.
4. **Functional leadership:** Provide leadership and direction to the HR Systems & Data Analyst, fostering a culture of technical excellence and proactive problem-solving.
5. **System integrity & testing:** Manage HRIS system configuration changes and lead User Acceptance Testing (UAT) for all upgrades to ensure enhancements are fit for purpose and meet legislative requirements. Develop and communicate Release Notes for all system change and partner with Change Management to drive adoption.

6. **Stakeholder collaboration:** Partner with IT, Finance, and external vendors to ensure seamless system interfaces, data validation, and the resolution of complex technical issues identified or raised by users.
7. **Continuous improvement:** Identify and recommend continuous improvement initiatives across P&C processes and services, using data, feedback and experience to improve effectiveness and employee experience.
8. **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
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. **Systems uplift and modernisation:** Advanced experience in leading P&C technology improvements and HRIS optimisations, specifically transitioning from legacy manual processes to automated, contemporary solutions.
2. **Leadership and people management:** Proven ability to lead and mentor technical specialists, with a focus on setting clear mandates and fostering a high-performing, service-oriented team culture.
3. **Data integrity and analytics:** Highly developed analytical skills with the ability to manage significant amounts of data and translate complex information into actionable executive insights.
4. **Technical HRIS expertise:** Extensive experience in HRIS system configuration and support (preferably TechnologyOne), including a deep understanding of information management controls.
5. **UAT and project management:** Demonstrated success in leading testing teams for system upgrades and HRIS projects to ensure technical enhancements achieve stated business objectives.
6. **Stakeholder engagement and advisory:** Strong interpersonal skills with the ability to act as a trusted advisor to Executive stakeholders, influencing the adoption of modernised HR digital 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 Information Technology, Business Administration, Human Resource Management, or a related field.
2. **Experience:** Extensive experience in managing HRIS systems, data analytics, and technical projects within a public sector or complex corporate context.
3. **Knowledge:** Detailed understanding of the relationship between HR technology, people processes, and legislative compliance.

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.