

Position description

Position	Manager Environmental Advisory
Group	Property Group
Reports to	Group Manager Environment
Location	1010 La Trobe Street Docklands Victoria
Date	13 August 18

Our organisation

VicTrack owns Victoria's transport land, assets and infrastructure and works to protect and grow the value of the portfolio, to support a thriving transport system, and make travel and living better for Victorians.

With much of the asset portfolio dedicated to transport – our lands, infrastructure, trams and trains, and telecommunication networks – our focus is strategic asset management and supporting the delivery of better transport solutions. With a strong commercial focus we invest back into transport and communities, and support other non-commercial activities like community projects and environmental and heritage preservation.

Our core functions

Victoria's *Transport Integration Act 2010* sets out the objectives for each transport sector agency, and as the asset owners, our role is to manage the assets consistent with transport system objectives. Our core functions include:

- Telecommunication services and network infrastructure that supports public transport
- Managers of land set aside for transport purposes, including the development and sale of land no longer required for transport
- Project management and civil engineering services for rail infrastructure upgrades
- Transport facilities and asset management, including the open access Dynon Rail Freight Terminal and heritage, buildings and environmental preservation

Our business groups

Our business is made up of three specialist delivery groups including Property, Telecommunications and Project Delivery, which are supported by the Office of the Chief Executive and Business Services. Each delivery group provides various disciplines in assets management and service delivery.

Our vision

To grow as a commercially sustainable corporation that supports the delivery of government policy and achieves triple bottom line outcomes through a strong commercial focus and environmental sensitivity and provides a range of social benefits to Victorian communities.

Our mission

To improve the value of assets that VicTrack manages for the state and deliver a range of commercial services and projects that improve Victoria's transport system and contribute to the state's liveability and sustainable economic development.

Our values

- Respect
- Professionalism
- Achievement
- One team

Dimensions

Reporting Relationships

The Manager Environmental Advisory reports to the Group Manager Environment.

The Manager Environmental Advisory will be responsible for the management and direction of a Senior Environmental Advisor, and has a close working relationship with the Environment and Sustainability Group team members, Property Group Project Managers and the Project Delivery Group.

Purpose of the position

The Manager Environmental Advisory provides environmental advice and support on environmental programs to the Property Group and broader organisation. The position provides expert environmental advice across a range of areas including contaminated land, biodiversity, cultural heritage and sustainability, to ensure land management and project environmental risks are identified and mitigated. The position also provides expert environmental advice on a range of external projects to maximise commercial returns and to ensure VicTrack's interests are maintained.

Key accountabilities/functions

- Mitigation or minimisation of non-compliance with environmental laws.
- Assist with the identification of environmental risk for the organisation and develop appropriate mitigation measures (as appropriate).
- Management, monitoring and improvement of the Environment & Sustainability Group's Customer Service Management (CSM) processes.
- Advising and assisting the property group's land management services (e.g. leasing, licencing, sales, facilities management) in relation to environmental risk associated with contamination, biodiversity, cultural heritage and sustainability.

- Leading programs of site inspection and site visits to manage environmental risks associated with third party occupation and environmental project delivery.
- Acting as the VicTrack conduit on all internal projects (e.g. development, project delivery group) in order to mitigate or minimise environmental risk and non-compliance with environmental laws.
- Advising and assisting on environmental issues and management requirements for external transport (LXRA, MMRA) and other projects to ensure VicTrack's interests are maintained.
- Provision of expert advice across all VicTrack business areas to ensure environmental sustainability is considered in day to day business.
- Attend and contribute to the Land Assessment Review Panel, as required.
- Representing VicTrack on external committee, forums and consultative groups as required.
- Providing direction and technical advice to team members on environmental issues.
- Managing and directing environmental projects.
- Setting, managing and monitoring of environmental project budgets.
- Contractor Management.
- Contributing to organisational awareness on environmental sustainability.
- Assisting the Group Manager Environment with the preparation of executive papers, board papers and subcommittee reports, where required.
- Collecting, maintenance, analysing and reporting on environmental information related to customer requests and enquiries via the customer service management system, and recommendation of environmental improvements.
- Continual review and development of organisational environmental sustainability policies and procedures.

Customer focus

At VicTrack we require staff to practice Customer Focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting their needs. This is about listening to customers regarding their expectations and focusing on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

This position has organisational responsibility to ensure our collective approach to a customer centric approach is delivered, managed and monitored.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with Occupational Health & Safety Act in regard to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Safely Accessing the Rail Corridor

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, shall:

- 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 the occurrence of unsafe conditions and / or incidents;
- Report any railway safety problems / hazards of which they become aware to the Group Manager Safety.

Individual attributes

Qualifications

- Tertiary qualifications in Engineering, Earth Sciences, Environmental Sciences or Natural Resource Management.
- Current drivers licence.
- Post-graduate qualifications in the environmental field and / or project management would be highly regarded.

Knowledge & Experience

- Minimum of 8 years' experience in an environmental related role.
- A strong working knowledge and proven experience in the application of environmental and OH&S legislation, policy and regulation.
- Demonstrated understanding of environmental risk management practices / processes.
- Knowledge of environmental hazards with a focus on land management and assets, construction and contractor management risks.
- Experience in managing teams.
- Experience in contaminated land and pollution management and/or natural resource management.
- Expertise in the provision of technical direction and advice in environmental management.
- Demonstrated project management experience.
- Demonstrated expertise in effective communication and liaison with a wide range of stakeholders including government agencies and departments, local councils, community groups and members of the public.

Skills

- Excellent interpersonal and relationship management skills.
- Highly developed oral and written communication skills.
- Analytical and problem solving skills.
- Project management.
- Team management skills.
- Self-motivated and the ability to show initiative.
- Ability to think innovatively and commercially.
- Ability to work professionally and build relationships at all levels internally and externally.

Interpersonal and Other Features

Internal Relationships

- Environment and Sustainability Group members.
- VicTrack employees.

External Relationships

- State government entities (eg. EPA, DEDJTR, PTV, DELWP, CFA).
- Rail industry (e.g. Rail operators / Franchisees).
- Local government.
- Third parties such as commercial entities, residential tenants and community groups.
- Professional consultants and contractors.