

Position description

Position	Infrastructure Support Engineer Major Projects
Group	Property
Reports to	Asset Engineering Manager
Location	1010 La Trobe Street Docklands Victoria
Date	July 2021
Tenure	Full Time, 12 Months Fixed-Term

Our organisation

VicTrack owns 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's Telecommunications Network is deemed 'vital critical infrastructure' – being of state significance and therefore critical to the continuity of the supply of essential services to the state, and to the overall economic and social wellbeing of Victorians.

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 three specialist delivery groups – Property, Telecommunications and Project Delivery – supported by Business 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

The Infrastructure Support Engineer Major Projects reports directly to the Asset Engineering Manager.

Budget

Manages revenue from access to VicTrack vacant land.

Purpose of the position

The Infrastructure Support Engineer provides technical support and engineering solutions and advice to the Infrastructure Team, the Property Group, VicTrack and other external organisations.

Key accountabilities/functions

- Undertake field assessment of buildings, bridges, drainage systems and other structures and decide on best course of action to manage risk. This also includes managing risk within access to VicTrack vacant land.
- Review and provide comment on land sales application, leasing application and third-party utility applications on behalf of the Infrastructure Team.

- Represent the Infrastructure Team on Property Development Project Control Group (PCG) and represent VicTrack on State Project stakeholder groups, design workshops and risk workshops influencing decisions, so they align to VicTrack strategy/agenda.
- Review design documentation to ensure it adheres to VicTrack requirements from concept to handover for State Projects. In addition to this, project manage minor to medium sized projects including scoping, procurement, risk management, delivery and close out and review to drive continuous improvement.
- Investigate third-party claims for damages in relation to incidents on VicTrack land and assets.
- Represent VicTrack on the VRIOG Track and Civil Sub Committee to develop design standards and uphold compliance to standards.
- Review third-party planning application adjacent to VicTrack land and provide planning conditions to protect VicTrack's interests to the VicTrack Planning Manager.
- Review design documentation for third-party developments in the vicinity of the Melbourne Underground Rail Loop (MURL) and assess the effect of the development on MURL assets under section 54 of the *Transport (Compliance and Miscellaneous) Act 1983*.
- Provide engineering advice to the Property Group and respond to customer enquiries in relation to VicTrack assets, third-party assets on VicTrack land, as-built drawings, standards and ownership and maintenance responsibilities.
- Assist in the preparation of briefings and letters for Ministerial enquiries.

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

- Tertiary qualifications in a discipline relevant to the construction environment and/or 5+ years proven experience in this field
- Drivers' license is mandatory
- Qualified Train Track Safe working Co-coordinator, Level 3 an advantage

Knowledge & experience

- Detailed understanding of material requirements, supply procedures and basic estimating principles applicable to maintenance and construction work
- Proven ability to work with multiple stakeholders to achieve project outcomes
- Working knowledge of the *Occupational Health and Safety Act*
- Experience in railway engineering and/or municipal engineering is desirable
- Working knowledge of asset management systems
- Project management capability – to drive projects from scope to completion within budget/time

Skills

- Sound negotiating skills and ability to resolve conflicting project requirements
- Excellent verbal and written communication skills
- Prioritisation skills
- Ability to develop Access databases
- Ability to identify, analyse and solve problems
- Ability to work unsupervised
- Ability to work as part of a team
- Exhibit personal commitment to customer service

Interpersonal and other features

Internal relationships

- VicTrack Staff and management.

External relationships

This role is responsible for managing relationships with the following external partners:

- VicRoads
- Local councils
- Telecommunications and power authorities
- Rail service providers and rail operators
- Other government agencies