

Position description

Position	Rail and Safety Specialist
Group	Business Services
Reports to	Manager Rail Safety and Compliance
Location	1010 La Trobe Street Docklands Victoria
Date	June 2021
Tenure	Permanent

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:

- providing telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- developing land no longer required for transport purposes to create thriving new communities and homes on the doorstep of public transport
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing 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 Rail and Safety Specialist reports to the Manager Rail, Safety and Compliance.

Purpose of the position

The Rail and Safety Specialist is responsible for ensuring that freight team’s operations at Dynon and accredited sites are compliant with legislative requirements and in alignment with VicTrack’s safety management system, including VicTrack’s rail accreditation.

Key accountabilities/functions

- Lead the coordination and provision of timely, expert and professional advice on safeworking and operational issues relating to the freight team and provide effective safeworking supervision, monitoring and facilitation of activities and works at operational sites.
- Facilitate rail safety risk assessments, drive risk control by identifying and resolving risks through site inspections and safeworking audits.

- Conduct, manage and report on site incidents and actions in accordance with relevant VicTrack procedures and legislative requirements (RSNL).
- Undertake observation inspections to ensure compliance with VicTrack health, safety, work environment (HSE) and rail safety policies and procedures. This also includes preparation and review of workplace protection plans along with issuing Safe Working Notices for rail network access.
- Develop and implement processes, procedures and innovative solutions to ensure continuous improvement of safety within the freight environment while ensuring comprehensive records are established and maintained, including rail safety metrics as required.
- Actively represent and participate in meetings and forums as required within the freight environment and represent VicTrack as an interface facilitator with other stakeholders operating within VicTrack accredited sites.
- Promote, drive and lead a rail safety focused culture.
- Collate and input rail safety information, statistics and incident information into VicTrack systems and databases and develop innovative systems to efficiently capture this information from multiple sources.
- Liaise with and maintain alignment with corporate Rail Safety, including assisting the Manager Rail , Safety and Compliance (Business Services) with the reporting, investigation and closure of rail safety incidents and performance reporting.

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 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.

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

- Qualified Track Force Protection Co-ordinator Level 3.2 (minimum) (Desirable)
- Qualifications and/or experience in rail safety incident reporting and investigation procedures
- Current drivers licence
- Construction industry white card (desirable)
- Qualifications and/or experience in the safeworking systems an advantage
- Qualifications and/or experience in safety in construction an advantage

Knowledge & Experience

- High level of operational experience in the rail industry in a safety discipline (desirable)
- Experience in managing and maintaining rail safety programs and ability to undertake or participate in rail safety compliance audits (desirable)
- Experience in writing, developing, implementing and reviewing rail safety processes and procedures including a working knowledge of rail safety management systems
- Working knowledge and experience of hazard and risk management principles, safety management systems and state and federal legislation, acts and regulations
- Expertise in effective communication and liaison with a wide range of stakeholders

Skills

- Strong ability to understand, interpret and develop policies and procedures
- Ability to develop and execute best practice and stay up to date with industry legislation
- Ability to develop, test and implement innovative solutions to collate and collect safety information from different sources
- Excellent organisational skills and demonstrated ability to manage changing priorities and demands
- Highly developed oral and written communication skills
- Self-motivated and demonstrable experience in using initiative
- Ability to think innovatively and commercially
- Highly developed skills in transferring knowledge to others

- Excellent interpersonal and relationship management skills with the ability to build relationships at all levels internally and externally

Interpersonal and other features

Internal relationships

- Group Managers
- Other Managers
- Rail infrastructure group
- VicTrack staff

External relationships

- All relevant Accredited Rail Transport Operators and VicTrack employees, contractors and sub-contractors and relevant regulatory bodies, as required.