

Position description

Position	Remuneration & Benefits Specialist
Group	Office of the Chief Executive
Reports to	Group Manager HR Operations
Location	1010 La Trobe Street Docklands Victoria
Date	September 2021
Employment Type	Contractor or Fixed Term part time – 6 months (2 to 3 days per week)
Position Number	200845

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.

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. Each business group contributes to asset management and service delivery.

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 Remuneration, Benefits & Implementation Specialist reports to the Group Manager HR Operations.

Budget

N/A

Other

N/A

Purpose of the position

The purpose of the Remuneration & Benefits Specialist role is to provide high level support and assessment services to deliver the Public Entity Executive Remuneration (PEER) policy across VicTrack.

Key accountabilities/functions

- Contribute to the delivery and implementation of the Public Entity Executive Remuneration (PEER) policy for VicTrack Executives and Senior Leaders.
- Undertake Senior Leader assessments in accordance with the Victorian Public Entity Executive Classification framework.
- Contribute to the development of position descriptions for the Executive Group.
- Assist with the development of remuneration and reward strategies, policies and procedures in line with business strategy.
- Use a combination of data, employee insight gathering and research in best practice to strengthen and improve remuneration processes.
- Contribute to the development of the Remuneration Policy and Procedure for Executives and Senior Leaders.

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 their 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.

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 instructions are adhered to and report any inappropriate practices and incidents. Comply with the Occupational Health & Safety Act as it applies to self, tenants and customers.

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, 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

Relevant experience in remuneration and benefits assessments for senior roles. Public service / sector experience would be an advantage.

Knowledge & Experience

- Previous experience in a remuneration function, designing, implementing and managing a Remuneration and Benefits framework;
- Knowledge and demonstrated understanding of executive employment and remuneration practices preferably those applicable to the Victorian Public Service / Sector / Public Entities;
- Sound knowledge of contemporary HR practices;
- Experience working with a commercial job evaluation methodology (e.g. Korn Ferry).
- Experience with business process mapping would be an advantage.

Skills

- Excellent interpersonal skills and stakeholder management, with the ability to engage and influence;
- Excellent written and verbal communication skills and ability to convey complex issues in simple terms;
- Excellent organisational, problem-solving and self-management skills;
- 'Can do' approach allowing you to manage multiple tasks.

Interpersonal and Other Features

Internal Relationships

Managers and staff of VicTrack

External Relationships

External providers such as remuneration consulting firms, Victorian Public Sector Commissioner and the Department of Transport.