

Position description

Position title	Environmental Compliance Manager
Group	Property Group
Reports to	Group Manager Environment
Location	1010 La Trobe Street Docklands Victoria
Date	October 2021
Tenure:	2 Years Fixed-Term
Position number:	200854

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 Environmental Compliance Manager reports to the Group Manager Environment. This role may be responsible for the management and direction of secondees from time to time.

Budget

The Environmental Compliance Manager is responsible for establishing and monitoring the budgets associated with the environmental compliance programs.

Purpose of the position

The Environmental Compliance Manager is responsible for supporting the Group Manager Environment in the on-going management of the organisation's operational environmental compliance management activities.

The position provides leadership in identifying and mitigating environmental risk and direction in managing programs and activities to meet VicTrack's legislative compliance requirements and provides advice and support across the areas of land contamination, biodiversity, cultural heritage, asbestos management (where appropriate), as well as corporate sustainability and general environmental management.

This role liaises internally with VicTrack businesses regarding environmental issues and compliance, and externally with government agencies and the general community through various meetings, consultative groups and forums.

Key accountabilities/functions

- Mitigating or minimising non-compliance with environmental laws. This includes the identification of environmental risk for the organisation and development of appropriate mitigation measures, tools and/or programs (as appropriate).
- Provision of expert advice across all VicTrack business areas and external stakeholders to ensure environmental compliance and sustainability is considered in day-to-day business. This also includes providing expert advice on environmental issues and management requirements to ensure VicTrack's interests are maintained
- Lead the strategic development, implementation and monitoring of environmental compliance programs and activities. This also includes Project managing environmental projects where required.
- Provide team leadership and direction in relation to the implementation of environmental compliance programs and activities as well as providing technical advice and coaching to team members.
- Representing VicTrack on external committees, forums and consultative groups, as required.
- Lead the development of annual budgets for environmental compliance programs and monitoring of team budgets.
- Lead organisational awareness on environmental management and compliance.
- Contribute to the content development and preparation of executive papers, board papers and subcommittee reports as required.
- Collecting, analysing and reporting on environmental information related to environmental compliance and implementation of processes and systems, and recommendations for environmental improvements. T
- Implementation of continuous improvement of policies, procedures and environmental data management systems.

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 Earth Sciences, Engineering or Environmental Science
- Post-graduate qualifications in the environmental field and / or project management is highly desirable
- Active drivers licence required as there will be a requirement for site visits.

Knowledge & Experience

- High level of knowledge and proven experience in the application of environmental legislation and associated regulations.
- High level of experience in contaminated land management and in generalist environmental roles.
- Experience in the development and delivery of contaminated land management and remediation programs for a large portfolio of sites.
- Expertise in the provision of technical direction in the field of contaminated land management.
- Demonstrated understanding of risk management practices / processes.

- 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.
- Experience in natural resource management, asbestos management and biodiversity management is desirable.

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 staff.

External Relationships

- State government entities (eg. EPA, DEDJTR, PTV, DELWP, CFA).
- Rail industry (e.g. Rail operators / Franchisees).
- Local government.
- Community groups.
- Professional consultants and contractors.