

Position description

Position title	Land Assessment Officer
Position number	200990
Classification level	B
Group	Property
Reports to	Land Assessment Manager
Location	1010 La Trobe Street Docklands Victoria
Date	January 2024
Tenure	Full-time, 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 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 Corporate Services, Strategy & Transformation 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 Land Assessment Officer reports to the Land Assessment Manager.

Budget

Nil

Other

The Land Assessment Officer provides advice on property, land use, historical information records and related matters.

Purpose of the position

The Land Assessment Officer is responsible for the assessment of land management matters for both internal and external customers, including facilitating the lease/sale application process, land clearance referrals, infrastructure lease amendments, assisting in planning matters and advising on heritage, record management and property related matters.

Key accountabilities/functions

- Comply with current land management policies and procedures and implement improvements to processes.
- Assist with land assessment lease/purchase applications and ensure enquiries are being resolved within required response times.
- Assist with infrastructure lease amendment proposals and ensure they are resolved in efficient time frames.
- Provide property advice, including land tenure and boundary advice, internally and externally.
- Assist with coordinating and integrating land use and transport initiatives.
- Assist with planning referrals and planning matters where needed.

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 or relevant experience in a property related discipline is desirable
- Experience in Geographic Information Systems

Knowledge and experience

- Experience in assessing land status and identifying land issues within the rail environment is desirable
- Knowledge of general property requirements and requirements of government authorities and rail operators
- Knowledge of relevant property legislation and Government policies
- Experience in continuous improvement processes

Skills

- Good written and verbal communications skills
- Project management skills with the capacity to assist with a variety of property matters
- Excellent interpersonal skills with the ability to effectively communicate at all levels
- Effective analytical and problem solving skills in relation to property issues
- Ability to negotiate successful outcomes
- Ability to analyse situations and escalate to Manager in more complex matters for resolution and direction
- Computer literate across MS Office

Interpersonal and other features

Internal relationships

All of VicTrack staff.

External relationships

- Department of Transport and Planning
- Department of Energy, Environment and Climate Change
- Local government
- Private sector
- Rail and tram operators
- General public
- Major Transport Infrastructure Authority (MTIA) and associated entities (Rail Projects Victoria /Level Crossing Removal Project)