

Position description

Position title	Assistant Development Manager
Position number	200194
Classification level	D
Group	Property
Reports to	Senior Development Manager
Location	1010 La Trobe Street, Docklands
Date	July 2025
Tenure	Permanent full time

Our organisation

VicTrack is custodial owner of 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 two specialist delivery groups – Property and Telecommunications – 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 Assistant Development Manager reports directly to the Development Manager, working closely with the Development and Sales team.

Budget

N/A

Purpose of the position

The Assistant Development Manager is responsible for assisting in the delivery of various property sales and development transactions in line with the VicTrack Corporate Plan. The Assistant Development Manager plays a key support role to the Senior Development Manager, Property Group by coordinating property development and sales transactions, including feasibility assessments, planning, design, finance and legal contracting, which are vital to the delivery of the annual Development and Sales budget.

Key accountabilities/functions

- Provide effective and efficient administration and coordination support to deliver a portfolio of property development and sales projects.
- Deliver project feasibility assessments and assist in the process of securing land clearance and government approvals.
- Complete the processes required to engage third party providers in line with governance and compliance requirements.
- Monitor project performance in accordance with Corporate Plan objectives.
- Support the negotiation of project outcomes with contractors, private development partners, builders, government agencies, local government and other stakeholders.
- Monitor and maintain project financial, quality and delivery data timelines along with quality standards across projects.
- Assist development cost control, accounting and reporting.
- Organise and apply for project approvals and permits and communicate identified project risks to senior management.
- Support and apply continuous improvement and innovation to development and sales projects and across the organisation.
- Work collaboratively with team members and stakeholders to facilitate efficient and optimal project outcomes and a collegiate workplace; and effectively liaise with internal and external suppliers to optimise project outcomes; activities can include:
 - Prepare briefs for disposal of land to achieve delegated approval of the Executive General Manager, Property Group for a sale or development.
 - Prepare requests for valuations to the Valuer General to assess the value of the land.
 - Coordinate the subdivision of land process, including the arrangement for planning permit conditions to be discharged. This may also include coordinating the divestment and sale process of Crown Land.
 - Assist in the process of rezoning land through the planning scheme amendment process.
 - Contribute to the preparation of the Annual Land Sales Program as part of the VicTrack annual Corporate Plan.
 - Coordinate the preparation of Contracts of Sale in conjunction with legal advisors in a timely manner.
 - Minute meetings, purchaser order management and invoicing.

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

- Relevant tertiary qualification in development management, property, planning, engineering, construction, project management or another related discipline.

Knowledge and experience

- Experience in land assembly and property development desirable.
- Demonstrated experience to support the delivery of projects within tight timeframes and budgets in a complex government or private sector environment.
- Demonstrated experience in working with multi-disciplined consultant teams within time and budget constraints.
- Ability to interpret and apply relevant legislation including the *Transport Integration Act 2010*.
- Land survey experience or related skills/knowledge an advantage.
- Understanding of land titles and relevant documentation.
- Understanding of property documentation including contracts, vendor statements, s173 agreements, development agreements etc.
- Understanding of preparing development feasibilities.
- Knowledge and awareness of the real estate market.

Skills

- Ability to apply project management principles.
- Ability to diagnose and set out steps to achieve desired outcomes.

- Highly developed interpersonal skills with the ability to effectively communicate – both verbal and written, with a wide range of stakeholders, to build and enhance relationships and deal with issues with sensitivity and commercial awareness.
- Working knowledge in project administration.
- Strong organisational skills with ability to prioritise and manage tasks autonomously within deadlines.
- Demonstrated ability to work in a dynamic team environment and contribute positively to team goals.
- Maintain quality of projects through attention to detail of financials, programming, reporting and project administration.
- Ability to think laterally and strategically in a complex property environment.
- Ability to perform well under pressure.
- Strong commercial acumen.
- Sound proficiency in MS Office Suite, particularly excel and Estate Master (or similar).

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

Regularly communicates with a team of external professionals and stakeholders including:

- state government departments
- local government
- Department of Transport and Planning (DTP)
- Department of Treasury and Finance (DTF)
- Development Victoria (DV)
- Valuer General Victoria (VGV)
- Victorian Government Land Monitor (VGLM)
- specialist consultants and subcontractors
- Major Transport Infrastructure Project Authorities such as Suburban Rail Loop.