

Position description

Position title	Deputy General Counsel
Position number	201240
Group	Office of the Chief Executive
Reports to	EGM Legal, Governance and Integrity (General Counsel)
Location	1010 La Trobe Street, Docklands, Victoria 3008
Date	October 2025
Tenure	Fixed Term, 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.

Position Purpose

The Deputy General Counsel will be responsible for managing and delivering legal services, advice and strategic guidance across all legal matters pertaining to VicTrack. In this generalist role, you will provide counsel on a diverse range of issues aligned with VicTrack’s core legal priorities, including commercial law, property, construction, telecommunications, employment, and litigation.

The Deputy General Counsel’s effective day to day management of the VicTrack Legal function will be vital to enabling the General Counsel to meet their broader responsibilities as Executive General Manager, Legal, Governance and Integrity. This support will ensure the Executive and Board continue to receive timely, reliable legal and commercial advice – whilst also ensuring the Legal team is appropriately supported in the provision of their advice and their own professional development. The

Deputy General Counsel will need to exercise independent legal judgment while remaining attuned to the strategic direction and oversight of the General Counsel, and knowing when to escalate matters appropriately.

It is also essential that the Deputy General Counsel fosters and maintains strong professional relationships with internal stakeholders, VicTrack's customers, and counterparts within relevant Victorian Government departments.

Knowledge

Qualifications

- Tertiary qualification in Law
- Current Legal Practicing Certificate

Knowledge & Experience

- Demonstrated experience (at least 8+ years PQE) in a senior in-house legal role or law firm.
- Knowledge of the *Transport Integration Act 2010* (Vic), Victorian rail and tram franchise agreements, freedom of information, interactions with Victorian transport authorities, *Rail Safety National Law Application Act 2012* (Vic), *Financial Management Act 1994* (Vic), *Occupational Health and Safety Act 2004* (Vic), *Tourist and Heritage Railways Act 2010* (Vic) and *Telecommunications Act 1997* (Cth).
- Demonstrated experience in senior legal management roles, including oversight of legal staff, strategic planning, and operational delivery of legal services within complex organisational environments.

Skills

- Deliver high-level technical and strategic legal advice in a clear, pragmatic manner across VicTrack's core legal domains: commercial, property, construction, telecommunications, employment, and litigation.
- Identify, anticipate, and manage complex legal and operational issues, developing proactive solutions to mitigate risk and support business objectives.
- Consistent with strategic direction and oversight from the General Counsel, lead, motivate, and guide the Legal team to achieve results, including day-to-day people management and fostering professional growth.
- Demonstrate advanced communication, negotiation, and influencing skills to drive outcomes aligned with VicTrack's strategic direction.
- Operate independently within delegated authority, while remaining aligned with the strategic direction and decision-making set by the General Counsel.
- Build and maintain trusted relationships with key internal stakeholders and clients, fostering collaboration and mutual respect.
- Excellent interpersonal skills, with the ability to communicate with, and obtain information from, staff from various levels and across different disciplines.
- Manage the implementation and ongoing use of matter management and legal reporting systems to ensure operational efficiency.

- Navigate competing priorities and manage escalations in a fast-paced, high-pressure environment with composure and clarity.
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Relationships

Internal Relationships

- General Counsel and EGM Legal, Governance and Integrity
- Chief Executive
- Executive
- VicTrack Board and Board committees
- VicTrack Management and Staff

External Relationships

- Customers and third party stakeholders;
 - Other government entities/ departments, stakeholders and regulators (including Department of Transport, Department of Treasury and Finance and Office of National Rail Safety Regulator).
 - Internal auditors; and
 - External law firms.
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Judgement and Risk

- A significant part of the role is to exercise critical judgement to highlight legal risks of various approaches to the business to help guide a pathway forward.
 - Operate in a trusted advisor role, maintaining confidentiality and integrity of decision-making processes
 - Be a trusted, valued and solution focussed partner for the business.
 - Ensuring the provision of expert legal advice including relevant opinions on the interpretation and application of relevant laws and regulation, with appropriate escalation to the General Counsel as required.
 - Handling complex and sophisticated legal matters in an efficient and commercial-friendly manner.
 - Managing complicated legal matters effectively and upholding the Company's reputation for integrity
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Independence

- Lead and/or oversee with the General Counsel, the management and coordination of major contract negotiations such as partnering and access agreements, including responsibility for all significant and strategic legal advice.
 - Advising the business on key decisions and transactions, with strategic and operational oversight from the General Counsel.
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- In conjunction with business units, proactively identify and manage compliance issues which should be escalated to the General Counsel as required.
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Strategic change

- Provide cost-effective, high quality, strategic and timely legal advice to the organisation, focusing on the priorities of the organisation.
 - Identify opportunities for improvement within the legal function for the benefit of the whole of VicTrack and work with the General Counsel to implement required changes.
 - Support the General Counsel to ensure strategic performance objectives and development plans are developed and understood by the team.
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Impact

- Work with the business to meet its commercial objectives, whilst ensuring legal compliance and minimising legal risks.
- Day-to-day management of the Legal team's operations, consistent with strategic direction and oversight of the General Counsel.

Breadth

- Lead and/or oversee with the General Counsel, the performance and development of VicTrack's Legal team so as to deliver high quality, timely and cost-effective legal services for VicTrack.
 - Manage VicTrack's relationships with external legal providers to ensure appropriate provision of services.
 - Build collaborative and productive relationships to enable the management of legal issues across all business areas, and externally to VicTrack.
 - Ensure that Senior Management (including Senior Leadership) are provided with education and training on relevant legislation and regulation. This may be in-house or through law firms with specialist expertise.
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Resource management

Budget

As per Delegation of Authority Register

Staff

This role has up to 8 direct reports

Customer focus

At VicTrack we require staff to practice Customer Focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting their business objectives. This is about listening to customers regarding their expectations and focusing 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 and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with Occupational Health & Safety Act in regard to self, tenants and customers, and environmental legislation in regard to preserving the environment.

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, shall:

- 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 the occurrence of unsafe conditions and / or incidents;
- Report any railway safety problems / hazards of which they become aware to the Group Manager Safety.