

Position description

Position title	Organisational Design Lead
Position number	201237
Classification level	E
Group	Corporate Services – People & Culture
Reports to	Group Manager People & Culture
Location	1010 La Trobe Street, Docklands
Date	October 2025
Tenure	Full-time, 6-month fixed term contract

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 Organisational Design Lead is an individual contributor role, that reports directly to the Group Manager People & Culture.

Purpose of the position

The Organisational Design Lead is responsible for providing strategic leadership and expert guidance to shape and deliver VicTrack's People Strategy. This role is required to collaborate with key stakeholders and senior business leaders to design and implement agile workforce models that are future-focused, sustainable and aligned with VicTrack's transformation strategy.

Working closely with the Group Manager People & Culture and Business Partnering team, the Organisational Design Lead will drive initiatives that uplift people capability, enhance performance and foster a diverse, inclusive and engaged workplace culture. A critical aspect

of the role is supporting the successful delivery of the Gender Equity Action Plan (GEAP), ensuring that organisational design efforts contribute to equitable outcomes and a high-performing workforce.

Key accountabilities/functions

- Drive strategic organisational design initiatives that align with VicTrack's transformation strategy, ensuring workforce models are built on sound design principles.
- Develop and shape VicTrack's People Strategy.
- Further develop and enhance VicTrack's Gender Equality Action Plan (GEAP), ensuring compliance with legislative requirements and alignment with VicTrack's strategic objectives.
- Support the delivery of the Psychosocial Safety Plan in collaboration with the Health & Safety and business partnering teams.
- Collaborate with the Organisational Development Specialist and the wider People & Culture team on key initiatives including the redesign of the employee lifecycle experience, D&I strategy.
- Implement a succession planning framework in collaboration with the P&C Business Partners for business-critical roles to ensure leadership continuity.
- Contribute to capability mapping, business architecture, and role design.

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 level qualifications in Human Resource Management, Business Administration, Organisational Psychology or another applicable field.
- Professional membership with the Australian Human Resources Institute (desirable).

Knowledge and experience

- Experience in shaping and developing a people strategy or framework in accordance with long-term business objectives.
- Extensive experience working with Learning, Development, Capability, Talent and/or Organisational Development (OD) functions.
- Demonstrated experience in executing key OD frameworks and strategies based on a sound understanding of practices and analysis of organisational data.
- Experience in successfully leading projects aligned to Capability and Diversity initiatives.
- Demonstrated experience in embedding Diversity and Inclusion in all practices, policies and procedures across the business.
- Demonstrated experience in developing and implementing organisational initiatives and activities.
- Experience in culture and engagement programs.

Skills

- Ability to collaborate effectively with stakeholders at all levels of an organisation to achieve and deliver results
- High level negotiation skills to achieve organisational goals
- High level analytical and conceptual skills
- Collaborative team player

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- Victorian Public Sector Commission and other government departments and agencies
- The Department of Transport & Planning and portfolio agencies
- External suppliers to support project related work

Committee representation duties:

- Represent VicTrack on Department of Transport & Planning working groups
- Member of the VicTrack Diversity & Inclusion Reference Group and the Wellness Group