

Position description

Position title	Project Engineer
Position number	200777, 200778, 200904, 200905, 200952, 201023, 201024
Classification level	D
Group	Telecommunications
Reports to	Program Manager Network Transformation
Location	1010 La Trobe Street Docklands Victoria
Date	June 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 Project Engineer reports to the Program Manager Network Transformation in the Delivery team.

Purpose of the position

The Project Engineer will contribute to the management, estimation, planning, organisation and coordination of a range of projects undertaken within the Telecommunications Group.

The Project Engineer provides effective control of the scope, design, construction and handover of projects. The projects are generally multi-disciplined, including elements of civil, building, electrical, structural, signalling, track, communications and power.

Key accountabilities/functions

- Contribute to budget forecasting for upcoming projects
- Ensure construction standards with regards to safety, reliability and quality are maintained and the objectives of VicTrack and the client are met
- Ensure that the safety of the operating system is not compromised during project undertakings and safety of any workforce is at the forefront of any site activities
- Administer contracts on a commercial basis to ensure VicTrack trades in a competitive, cost-effective manner with emphasis on financial performance and safety
- Assist in the identification of work practices, methods and productivity improvements that can be made both during the course of the project and for the long-term benefit of VicTrack as well as identify and facilitate business opportunities to ensure the growth and continuity of work within the Telecommunications Group
- Oversee the delivery of projects within the Telecommunications Group using the Project Management Framework (PMF) to define scope, develop project plans, execute projects that adhere to guidelines and deliver within cost and schedule constraints
- Develop robust project risk management plans to ensure timely delivery, testing and commissioning of all projects with no impacts to the business community
- Work within cross-functional teams of organisation partners, clients, contractors, and vendors to deliver critical infrastructure projects and oversee and negotiate all aspects of allocated projects in conjunction with clients, designers and contractors to progress these projects to implementation and commissioning
- Administer contracts with consultants, designers, contractors and equipment suppliers to achieve the services required for the proper management of the projects using the Project Management Framework (PMF).

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 Engineering (Civil, Building, Construction, Electrical, Electronics, Signalling etc)
- Current Victorian driver's licence

Preferred

- Rail Industry Worker – Train and Track Safety Awareness (TTSA)
- Civil Contractors Federation White Card

Knowledge and experience

- Proven extensive experience of project engineering in railway industry
- Experience in preparing project proposals and estimates encompassing the entire life cycle of projects
- Proven experience delivering projects, incorporating multi-facets such as project scoping and implementation, design, planning, costing, contracts, construction, testing, commissioning, quality, safety, program and cost control
- Working knowledge of contract interpretation and contract management as well as experience in administering contracts
- Working knowledge of the *Occupational Health & Safety Act* – Railway Safety Management, VRTC Safety
- Computer literate with spreadsheets and databases as well as project planning software including MS Project and Clarity

Skills

- Strong customer service and communication skills
- Well-developed written and oral communication, interpersonal and presentation skills
- High level evaluation and decision making skills
- Exposure and experience operating in functional area related to key project outcomes
- Demonstrated ability to lead others through all phases of multiple complex projects
- Ability to communicate and integrate at all levels of the business
- Proven ability to work with multiple stakeholders to achieve project outcomes
- Ability to organise and co-ordinate a diverse variety of functions
- Ability to work and excel in a cross functional team environment
- Ability to negotiate with influence regarding commercial and contractual matters

Interpersonal and other features

Internal relationships

- All VicTrack management and staff

External relationships

- VicRoads
- Local councils
- Power authorities
- Telecommunications authorities
- Regulators & government departments
- Rail service providers
- Designers, consultants, contractors and equipment suppliers