Position description

Business Planning Specialist

Position title	Business Planning Specialist
Position number	201297
Classification level	Level E
Position type	Permanent
Group	Finance, Procurement and Assurance
Reports to	Group Manager Finance and Business Planning
Usual place of work	1010 La Trobe Street, Docklands
Date	September 2026
Conditions	Full time (flexibility will be considered)

Our organisation

VicTrack owns Victoria's rail transport land, assets and infrastructure. As a commercially focused government agency delivering for Victoria, 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.

About the group

Our business is made up of three specialist delivery groups – Innovation, Asset Management & Technology, Property and Telecommunications – supported by the Office of the Chief Enterprise Services Officer, the Finance, Procurement and Assurance Group and the Office of the Chief Executive.

This position is based in **Finance, Procurement and Assurance**.

The Finance, Procurement and Assurance Group is responsible for ensuring VicTrack's financial sustainability, integrity and transparency. It oversees all financial management and reporting, procurement, project governance, and audit and assurance, to support effective decision making, and delivery of strategic priorities.

About this position

Reporting relationships

The Business Planning Specialist reports to the Group Manager Finance and Business Planning.

Delegations / Budget

Staff: The position has no direct reports.

Delegation: The role has a Delegation of Authority up to $50,000.

Purpose of the position

The Business Planning Specialist is responsible for owning and continuously improving VicTrack's enterprise planning framework, methodologies, governance arrangements and planning processes, ensuring organisational priorities are translated into clear, measurable, financially sustainable and deliverable plans.

Reporting to the Group Manager Finance and Business Planning, the role has primary responsibility for leading the design, development, implementation and ongoing evolution of VicTrack's planning approach, including the Corporate Plan, business planning framework, planning governance and performance management framework, working closely with the Executive Leadership Team and senior leaders.

The role connects corporate strategy with business planning, financial planning, resource allocation and organisational performance, providing a clear line of sight between what VicTrack seeks to achieve, how resources are allocated, how delivery will occur and how performance will be measured.

The position is accountable for establishing organisation-wide planning standards, driving implementation and adoption across all business groups, and uplifting organisational planning maturity to support effective execution of strategic objectives.

Key accountabilities/functions

1. **Leadership and role modelling**: Actively modelling expected behaviours and values of a high performing organisation and role model consistent leadership by maintaining a regular and meaningful presence in the workplace.
2. **Enterprise collaboration and building trust**: Actively champion and model ways of working that support organisational outcomes and strengthen cross functional ways of working, foster and maintain high trust relationships between teams, peers and stakeholders and contribute to a culture that supports organisational performance and delivery.
3. **Corporate planning:** Lead the enterprise corporate planning process and provide strategic oversight of the development, implementation, monitoring, reporting and annual review of VicTrack's Corporate Plan. Ensure strategic priorities are translated into measurable and deliverable actions across the organisation and remain aligned with government priorities, Board expectations and organisational objectives.
4. **Integrated business planning:** Own, design, implement and continuously improve VicTrack's enterprise business planning framework, methodologies, standards, planning cycles and supporting tools. Ensure a consistent organisation-wide approach to planning, prioritisation, resource allocation, accountability and performance management.

5. **Planning governance and framework ownership:** Establish and maintain planning governance arrangements, policies, standards, templates and reporting requirements. Provide enterprise leadership to ensure planning practices remain contemporary, effective and aligned to organisational and government expectations.
6. **Financial planning and strategic analysis:** Partner with Finance and business leaders to integrate strategic priorities with budgets, forecasts and longer-term financial planning, providing analysis and scenario modelling to support prioritisation and informed decision-making. Lead organisation-wide prioritisation discussions and support Executive decision-making through integrated planning, financial analysis and strategic assessment of opportunities, risks and trade-offs.
7. **Organisational performance and reporting:** Establish and maintain enterprise performance management frameworks, measures and reporting mechanisms that monitor delivery of strategic priorities and drive accountability across the organisation. Provide meaningful insights into performance, risks, interdependencies and emerging issues to support Executive and Board decision-making.
8. **Stakeholder engagement and facilitation:** Influence, challenge and partner with executives, senior leaders and stakeholders to drive alignment to enterprise priorities, resolve competing demands, support strategic trade-off decisions and achieve organisation-wide commitment to planning outcomes. Lead complex planning discussions and facilitate resolution of cross-functional issues without reliance on formal authority.
9. **Other duties as required**: In line with Section 31A of the Public Administration Act 2004 (Vic), other duties may be assigned consistent with employment classification, skills, and capabilities.

Key selection criteria

1. **Corporate and strategic planning**: Demonstrated experience leading the design, implementation and continuous improvement of enterprise-wide planning frameworks, corporate planning processes or organisational planning approaches within a large and complex organisation including consultation, development, implementation and performance monitoring.
2. **Working collaboratively and building trusted relationships:** Demonstrated ability to build a culture of collaboration across organisational teams, looks for and facilitates opportunities to collaborate with internal and external stakeholders, and actively identifies and overcomes barriers to collaboration and engagement in a constructive and empowering manner, builds trust through consistent actions, values and communication.
3. **Performance:** Experience driving and delivering high-quality outcomes and priorities that meet expectations of senior executives, the Board, other key stakeholders including customers. Consistently translating organisational priorities into clear delivery plans, managing risk and resource constraints, and driving measurable results in complex and dynamic environments.
4. **Strategy execution and performance:** Demonstrated experience establishing organisation-wide performance management frameworks, KPIs and accountability mechanisms that connect strategy, planning, resource allocation and delivery outcomes.
5. **Strategic analysis and judgement:** Demonstrated ability to analyse complex information, understand the broader operating environment and translate strategic direction into practical and achievable organisational priorities.

6. **Written communication:** Exceptional written communication skills, including demonstrated experience developing high-quality corporate plans, strategic documents, executive papers, reports and presentations.
7. **Integrated business planning:** Demonstrated experience leading integrated planning processes that align strategic priorities, organisational capability, investment decisions, workforce considerations, resource allocation and performance outcomes.
8. **Stakeholder engagement and negotiation**: Demonstrated ability to influence executives and senior leaders, drive organisational alignment, lead enterprise-wide change and achieve outcomes across business areas without direct authority.

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 your line manager and the Health & Safety team
- safely access the rail corridor.

Individual attributes

Qualifications and experience

1. Tertiary qualification in Business, Commerce, Economics, Strategy or related discipline (mandatory).
2. Demonstrated experience in corporate planning, business planning, strategy, organisational performance or a related discipline, preferably within a large or complex organisation (mandatory).
3. Demonstrated experience leading the design, implementation and ongoing management of enterprise planning frameworks, corporate planning processes, performance

frameworks or related governance arrangements within a large and complex organisation (mandatory).

4. Demonstrated experience driving organisation-wide implementation of planning, performance or governance frameworks, including influencing senior stakeholders and embedding new ways of working (mandatory).
5. Experience operating within government or a regulated environment (desirable).

Other position-specific requirements

1. Demonstrated ability to operate within established financial governance, compliance and reporting frameworks, including alignment with organisational and legislative requirements (desirable).
2. Proven excellent verbal and written communication skills (mandatory).
3. Demonstrated experience in ERP software – Technology One or similar (desirable).

Interpersonal and other features

Internal relationships

- Chief Executive and Executive General Managers
- VicTrack Senior Leadership Team
- Finance team members – Financial Planning and Analysis (FP&A) team
- Senior members of Communications and Engagement
- Group Managers and Managers – Corporate Planning working group
- Company Secretary team and VicTrack Board
- Other internal VicTrack staff as required

External relationships

- Department of Treasury and Finance
- Department of Transport and Planning
- Other Victorian government departments
- External advisory and consultants

Ordinary hours of work

Ordinary hours of work are Monday to Friday between 6:00am and 6:00pm.

Why work for VicTrack?

Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

Our vision

Working at VicTrack provides people with the opportunity to contribute to creating thriving places and connected communities for all Victorians. Some of the benefits that we provide our people are listed on our website and can be accessed via: Careers at VicTrack

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:

1. social and economic inclusion
2. economic prosperity
3. environmental sustainability
4. integration of transport and land use
5. efficiency, coordination and reliability
6. safety, health and wellbeing.