# Position description

## Group Manager Delivery

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| **Position title** | Group Manager Delivery |
| **Position number** | 201132 |
| **Classification level** | PESES-1 |
| **Position type** | Fixed term |
| **Group** | Telecommunications |
| **Division** | Delivery |
| **Reports to** | Executive General Manager Telecommunications |
| **Usual place of work** | 1010 La Trobe Street, Docklands |
| **Date** | November 2026 |
| **Conditions** | Full-time (flexibility will be considered) |
| **End date** | December 2029 |

## 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, buildings 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 business is made up of specialist groups including Innovation, Assets Optimisation & Technology, Property and Telecommunications. These are supported by groups that provide strategic, financial and operational services to the organisation.

## About the group

This position is based in **Telecommunications**.

VicTrack's telecommunications infrastructure underpins Victoria's transport network enabling safe, reliable, and connected services across the state.

Our Telecommunications Group designs, delivers, and manages this critical infrastructure, ensuring strong network performance while supporting the successful delivery of major transport projects for the state.

We also work closely with our customers and partners to create commercial value, providing a range of tailored telecommunications solutions that meet the evolving needs of Victoria's transport system and government customers.

## About this position

### Reporting relationships

The Group Manager Delivery reports to the Executive General Manager Telecommunications.

The position has eight direct reports, and a team size of 90 staff members.

### Delegations and budget

The position manages an annual operating budget of $6 million with a Delegation of Authority up to $0.5 million.

The position is responsible for delivering programs and projects with an annual CAPEX budget of $30 million, along with the Telecommunications Customer Access Network budget of approximately $10 million per annum.

### Purpose of the position

The Group Manager Delivery is responsible for leading the successful delivery of VicTrack's telecommunications capital program and enterprise technology project, ensuring projects are delivered safely, on time, within budget and in accordance with VicTrack's governance frameworks, regulatory obligations and customer commitments. The position is accountable for:

- management and delivery of the telecommunication components of the Victorian Infrastructure Delivery Authority (VIDA) program
- infrastructure and logical design
- deployment of new telecommunications and infrastructure and services
- engineering delivery including project management delivery and compliance through:
  - the Engineering Management Framework (EMF)
  - Project Management Framework (PMF) and Office of Rail Safety Accreditation (ORSA)
  - Telecommunications Act and Trunk Telecommunications Infrastructure (TTI).

This position will coordinate with internal and external stakeholders regarding all major internal and external projects to ensure that their introduction is seamless and that VicTrack's reputation is maintained and improved.

The Group Manager Delivery ensures that the Telecommunications Group delivers projects through disciplined governance, financial management, compliance, assurance and quality frameworks, maintaining the confidence of customers, stakeholders and regulators while achieving successful delivery outcomes.

## Key accountabilities and functions

Position accountabilities

1. **Leadership and role modelling:** Actively model 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 supports organisational outcomes and strengthens cross functional ways of working. This includes fostering and maintaining high trust relationships between teams, peers and stakeholders, contributing to a culture that supports organisational performance and delivery.
3. **Project delivery and governance:** Lead the successful delivery of VicTrack Telecommunications' capital works and technology project portfolio by establishing a high-performing delivery culture that consistently delivers projects safely, on time, within budget and in accordance with governance, regulatory and customer requirements.
4. **Strategic delivery and stakeholder management:** Build and maintain trusted relationships with customers, government agencies, delivery partners and contractors to enable successful project outcomes, proactively manage delivery risks and resolve complex issues while supporting VicTrack's strategic objectives.
5. **Financial stewardship and delivery performance:** Provide sound financial stewardship of the delivery portfolio by ensuring projects are effectively planned, monitored and delivered within approved budgets, while maintaining strong governance, compliance and resource management practices that support sustainable organisational outcomes.
6. 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. **People leadership and cultural capability:** highly developed leadership and people management skills fostering a high-performance culture aligned to common vision, including modelling expected behaviours. Ability to lead a diverse team in a dynamic environment, encourage innovative ideas, build trust, provide support, coach, mentor and guide teams and emerging leaders and foster a positive and collaborative organisational culture.
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, actively identifies and overcomes barriers to collaboration and engagement in a constructive and empowering manner and 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 and other key stakeholders including customers. Consistently translates organisational priorities into clear delivery plans, manages risk and resource constraints, and drives measurable results in a complex and dynamic environment.
4. **Project delivery:** demonstrated experience leading the successful delivery of complex capital works, infrastructure or technology programs and projects, with the ability to balance competing priorities while achieving high-quality outcomes within agreed timeframes, budgets and governance requirements.

5. **Governance, financial management and compliance:** demonstrated experience applying sound financial management, governance, compliance and risk management practices to successfully deliver complex programs or projects within regulated organisational environments.

## 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. Relevant tertiary qualifications in program or project management, construction, engineering, telecommunications or a related discipline (mandatory)
2. Professional accreditation in project or program management
3. Demonstrated experience leading the successful delivery of large and complex technology projects or programs.
4. Demonstrated experience leading multidisciplinary teams and managing project portfolios within complex organisational environments.
5. Demonstrated experience managing financial performance, governance, risk and compliance across complex delivery programs.
6. Experience delivering telecommunications projects is highly desirable.

### Other position-specific requirements

Eligible for Level 1 Rail Safety accreditation

## Interpersonal and other features

### Internal relationships

- All VicTrack employees
- Board and Board Committees

### External relationships

- All VicTrack customers
- Vendors and/or suppliers
- Government departments and agencies
- Industry stakeholders and partners
- Regulators and oversight bodies

## 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.