Position description

Group Manager Project Management Office

Position title	Group Manager Project Management Office
Position number	201298
Classification level	PESES-1
Position type	Fixed term
Group	Finance, Procurement and Assurance
Division	Project Management Office
Reports to	Chief Financial Officer
Usual place of work	1010 La Trobe Street, Docklands
Date	August 2026
Conditions	Full-time (flexibility will be considered)
End date	September 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 **Finance, Procurement & Assurance**.

This Group ensures VicTrack's integrity and accountability through financial management, procurement, project governance, audit and assurance. It enables disciplined decision-making, strengthens accountability and optimises the delivery of strategic initiatives to ensure VicTrack's long-term financial sustainability.

About this position

Reporting relationships

The Group Manager Project Management Office (PMO) reports to the Chief Financial Officer.

Delegations / Budget

Delegation: The role has a Delegation of Authority up to $500,000.

Budget: Oversight of the enterprise-wide capital project program (up to $100m+ CAPEX) including reporting and analysis.

Purpose of the position

The Group Manager PMO is responsible for establishing and leading VicTrack's enterprise PMO, providing independent portfolio governance, standards, assurance and reporting to support effective project and capital delivery.

The position ensures disciplined program management frameworks and systems are in place across the organisation, enabling transparent performance reporting, effective risk management and informed investment and delivery decisions.

The position provides enterprise-wide oversight and insight across the capital portfolio, supporting prioritisation, sequencing and delivery confidence in alignment with organisational objectives and financial constraints.

Key accountabilities/functions

Position accountabilities

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 supports organisational outcomes and strengthens cross functional ways of working; foster and maintain high trust relationships between teams, peers and stakeholders that contributes to a culture that supports organisational performance and delivery.
3. **Enterprise PMO leadership:** Establish and lead VicTrack's enterprise Project Management Office, setting direction, capability and operating model for portfolio governance and delivery oversight.
4. **Portfolio governance and stage gate assurance:** Establish and maintain portfolio governance frameworks, including stage gate controls, ensuring projects are appropriately scoped, governed and delivery ready.
5. **Delivery assurance and independent challenge:** Provide independent assurance and constructive challenge on delivery readiness, performance and outcomes across projects and programs.
6. **Capital delivery standards and controls:** Develop and implement standardised methodologies and controls to ensure consistent, efficient and compliant project and capital delivery across the organisation.
7. **Portfolio performance reporting and insights:** Provide clear, accurate and timely portfolio-level reporting, insights and analysis to support executive and Board decision-making.

8. **Risk identification and mitigation:** Provide independent oversight of delivery risks across the portfolio, identifying systemic risks and supporting timely intervention and mitigation strategies.
9. **Benefits realisation and dependency management:** Oversee tracking of benefits, milestones and interdependencies across the project portfolio to ensure alignment with strategic outcomes and investment objectives.
10. **Capability uplift and support:** Build project management capability across the organisation through guidance, coaching and support, embedding consistent standards and improving delivery maturity.
11. **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. **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; 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 a complex and dynamic environment.
4. **Portfolio and program management expertise**: demonstrated experience leading portfolio or program management functions across complex project environments, including establishing governance, assurance and performance oversight frameworks; ability to coordinate multiple projects and programs to ensure alignment with organisational priorities, delivery sequencing and investment objectives; and drive consistency and discipline in project delivery approaches.
5. **Governance and assurance capability**: proven ability to establish and apply governance frameworks, stage gate processes and assurance mechanisms to ensure projects are appropriately scoped, risks are managed and delivery performance is transparent; ability to provide independent oversight and constructive challenge to improve delivery outcomes; and ensure alignment with organisational, financial and regulatory requirements.
6. **Performance reporting and insight**: demonstrated ability to deliver clear, accurate and insightful reporting and analysis to support executive and Board decision-making; ability to synthesise complex project, financial and delivery data into meaningful insights; and provide forward-looking advice to support prioritisation, risk management and investment decisions.

7. **Delivery influence and stakeholder engagement**: highly developed ability to influence delivery outcomes across multiple business areas, including working with senior stakeholders to drive alignment, resolve issues and support successful project delivery; ability to provide constructive challenge in a professional and solutions-focused manner; and build strong relationships that enable effective collaboration across complex 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. Tertiary qualification in Project Management, Engineering, Construction, Commerce, Finance or a related discipline (mandatory)
2. Postgraduate qualifications and/or recognised project management certification (e.g. PRINCE2, MSP, PMP or equivalent) (desirable)
3. Extensive experience leading portfolio or program management functions within complex, capital-intensive or infrastructure environments, including establishing governance frameworks, overseeing delivery performance and supporting investment decision-making (mandatory)
4. Experience working with senior executives and Boards, including preparation and presentation of portfolio performance, risk and delivery reporting (desirable)

Other position-specific requirements

The position is required to operate across multiple business groups and provide independent oversight, assurance and constructive challenge to support effective project and capital delivery.

The position is required to support Executive and Board governance processes, including preparation of reporting and participation in governance forums.

Interpersonal and other features

Internal relationships

- Chief Financial Officer
- Executive General Manager, Innovation, Asset Management and Technology (during transition)
- Executive Leadership Team
- Group Managers and functional leaders across delivery groups and enabling functions
- Finance & Business Planning, Procurement and Audit & Assurance functions
- All VicTrack employees

External relationships

- Government departments and central agencies
- Contractors, delivery partners and professional advisors
- Industry stakeholders and infrastructure partners
- All VicTrack customers
- Vendors and/or suppliers

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.