

Position description

Inclusion Specialist

Position title	Inclusion Specialist
Position number	201291
Classification level	D
Position type	Fixed Term
Group	Enterprise Services Group
Division	People & Culture
Reports to	Organisational Development & Inclusion Manager
Usual place of work	1010 La Trobe Street, Docklands
Date	September 2026
Conditions	Full time (flexibility will be considered) 3-year, fixed term contract

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 **Enterprise Services**.

This Group provides enterprise-wide support to run VicTrack's operations. It is responsible for a wide range of specialist functions that enable our business to be accountable, transparent

and operate effectively including Enterprise IT, People & Culture, Legal & Compliance and Risk & Resilience.

About this position

Reporting relationships

The Inclusion Specialist reports to the Organisational Development (OD) & Inclusion Manager. This is an individual contributor role that works across the People & Culture team to embed diversity and inclusion (D&I) into all organisational practices.

Delegations / Budget

N/A

Purpose of the position

The Inclusion Specialist is responsible for supporting the development and delivery of strategic change by implementing key D&I initiatives. This role focuses on uplifting workforce diversity, supporting the Gender Equality Action Plan (GEAP), and enhancing organisational engagement through inclusive practices.

Key accountabilities/functions

Position accountabilities:

1. **DEIB strategy implementation:** Provide implementation support and guidance for the Diversity and Inclusion and Gender Equality strategies and action plans.
2. **Gender equality support:** Assist in the development and delivery of the Gender Equality Action Plan (GEAP), ensuring initiatives recognise intersectionality and contribute to equitable outcomes.
3. **Program delivery:** Lead company-wide initiatives resulting from D&I action plans and wellness plans to maximise organisational effectiveness.
4. **Stakeholder partnership:** Partner with key stakeholders and People & Culture members to deliver innovative workforce capability and inclusion projects.
5. **Reporting and analysis:** Lead the analysis of D&I related data and survey outcomes (e.g., People Matter Survey) to inform future interventions.
6. **Employee experience/Lifecycle:** Support the implementation of initiatives that improve the inclusion aspects of the employee lifecycle, from onboarding to separation.
7. **External relationships:** Maintain effective relationships with external D&I service providers, consultants, and government portfolio agencies.
8. **Culture, engagement and experience:** Translate quantitative and qualitative insights into enterprise themes, risks, opportunities and options to foster an inclusive workplace. Produce high-quality executive dashboards, briefings and papers as required.
9. **Events:** Develop a calendar and oversee diversity, equity, inclusion and belonging events to ensure dates of significance are celebrated and acknowledged across the organisation.
10. **Staff reference/Advisory groups:** Provide strategic leadership in the establishment, governance and ongoing effectiveness of inclusion and affinity groups, ensuring they are purposeful, both sectional and intersectional, and aligned to organisational inclusion objectives.

11. **Continuous improvement:** Identify and recommend continuous improvement initiatives across P&C processes and services, using data, feedback and experience to improve effectiveness and employee experience.
12. **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. **D&I expertise:** Demonstrated experience in the implementation of Diversity and Inclusion frameworks and Gender Equality Action Plans (GEAP).
2. **Implementation and delivery:** Proven experience in developing and delivering organisational initiatives and activities with measurable impact.
3. **Stakeholder engagement:** Ability to develop effective working relationships and use advocacy skills to support the delivery of D&I outcomes.
4. **Analytical thinking:** Skills in analysing organisational data and survey results to identify inclusion gaps and inform strategies.
5. **Project management:** Strong HR project-related experience with the ability to manage multiple initiatives and equitable roll outs.
6. **Communication:** Strong written and verbal communication skills, including the ability to design clear, comprehensive documentation and materials for leaders.

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. **Mandatory:** A minimum of Diploma level qualifications in Human Resources, Organisational Psychology, or a related field. A bachelor's degree is highly desirable.
2. **Experience:** Minimum of five years' experience working within Learning, Development, Capability, or OD functions, with a specific focus on Diversity, Equity, Inclusion and Belonging.

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- 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.