



# Manager, Corporate Planning and Operations

## EL1

**Employment Type:** Non-ongoing (12 month contract with potential to becoming permanent)

**Salary Range:** \$118,176 to \$124,687 per annum plus 15.4% Superannuation

**Reporting to:** Senior Manager Corporate Services

**Location:** Sydney

**Security Clearance:** Baseline Vetting Level

**Job Reference Number:** HR/06

**Contact Officer:** Pat on 0439 074 391

**Closing date and time:** 25 October 2025

## ABOUT US

The High Speed Rail Authority (the Authority) is a newly established independent Australian Government Corporate Commonwealth entity responsible for overseeing the development of a high speed rail network along the east coast of Australia. This includes providing policy and planning advice and recommendations to the Australian Government and undertaking research and evaluation in relation to the high speed rail network and corridor along the east coast.

East coast high speed rail will be a nationally significant project for Australia and the Authority will support the Australian Government in planning for the future by working closely with state and territory governments and other key stakeholders to develop high speed rail between major cities and key regional centres in order to advance social, economic and population outcomes. A high speed rail network will allow passengers to travel between major and regional cities at speeds exceeding 250 kilometres per hour. The first priority of the Authority will be the Sydney to Newcastle corridor with an Australian Government \$500 million commitment to start corridor acquisition, planning and early works in consultation with the NSW Government.

The Authority is overseen by an independent Board.

## ABOUT YOU

You will thrive in a busy and dynamic team environment and enjoy leading a team to meet cyclical and statutory requirements alongside implementing strategic initiatives and programs that drive continuous improvements. You are solution focussed and strive towards mutually beneficial win-win outcomes.

This position is being offered as a 12-month non-ongoing contract with strong prospects for a longer-term engagement.

## Key Responsibilities

- Assist to provide operational support to the leadership team in the delivery of key objectives and outcomes that aligns with the HSRA Annual Corporate Plan and strategic initiatives.
- Facilitate, plan, manage and coordinate the delivery of the HSRA's Annual Corporate Plan, quarterly non-financial performance reporting and Annual Reporting (including Performance Statements).
- Assist and collaborate with internal stakeholders to plan, manage and deliver projects, programs or corporate priorities using approved processes and systems and coordination of a range of work and operational activities including commercial leasing, insurance renewals, contract management and asset management.
- Coordinate and lead the HSRA's internal audit program to evaluate the efficiency and effectiveness of service delivery and identify opportunities for continuous improvement
- Providing guidance and advice on relevant policies and legislation in relation to the PGPA Act and related Commonwealth Performance Framework.
- Develop trust and strong collaborative relationships with a wide range of stakeholders.
- Be an effective team member and a valued member of the Corporate Services Team.

## Knowledge, Experience and Skills

To be successful in this position you will be a highly motivated individual with strong attention to detail. You will demonstrate sound judgement, maturity and discretion in relation to your work. Your ability to work well with others, willingness to learn and undertake development opportunities that will contribute towards your continual development.

Building and maintaining stakeholder relation and trust is crucial. To this role. The ideal candidate will have sound experience in planning and performance reporting ideally within the Commonwealth Government or transferrable skills and can assimilate new information in complex environment.

Our ideal candidate will have:

- Proven experience in project management, coordination activities and/or leading the planning and reporting in a Commonwealth Government entity, including the development of Corporate Plans or Annual Reports.
- Advanced knowledge of legislative frameworks and an understanding of the requirements of the PGPA Act and relevant Resource Management Guides (RMGs).
- Experience with property leasing and contract management are highly regarded.
- The ability to build and maintain productive stakeholder relationships, including frequent liaison with internal business areas to provide advice and support to identify relevant content required for government planning and reporting.

- The ability to work in a fast-paced environment, with a large workload, to meet deadlines and achieve results.
- Highly proficient in Word, SharePoint, PowerPoint and excel applications.
- Effective leadership, excellent communication and negotiation skills, and experience with supervising staff.
- The ability to contribute to the overall work of the section by working flexibly and collaboratively, including performing duties associated with other EL1 positions as required.
- Appropriate tertiary qualifications (business, organisational planning, commerce, finance or public administration) and/or equivalent relevant professional experience and training.

## Key Stakeholders

- CEO, leadership team and Corporate team
- Commonwealth Departmental and State Government Agencies

## Benefits

- Competitive salary
- 15.4 % superannuation
- Flexible workplace arrangements
- Training and development
- Opportunity to be part of a dynamic, high performing team with vibrant workplace culture.

## Eligibility Requirements

Employment with the Authority is subject to conditions prescribed within the [Public Service Act 1999](#) included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Health Assessment:** may be required to undergo a medical examination conducted by the Authority's preferred medical provider.
- **Security Clearance:** must be able to obtain and/or maintain a security clearance at the Baseline Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a verifiable background, for at least the preceding five years for Baseline Vetting Level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

## How to Apply

You should submit a brief cover letter (maximum 800 words) outlining your skills and experience relevant to the Key Responsibilities and an up to date CV (maximum of 3 pages).

All applications must be submitted via this [link](#).

Please contact Pat on 0439 074 391 if you have any questions.

Work with us. [Apply now!](#)

## HSRA Values

