# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Project Officer, Business and Industry Engagement |
| **Position number:** | 50930411 |
| **Classification:** | VPS-4 |
| **Salary range:** | $97,955 - $111,142 plus Superannuation |
| **Employment type:** | Fixed term 2-days per week (0.4FTE) until 30 June 2026 – flexible |
| **Group:** | Energy Group |
| **Division & Branch:** | Innovation, Commercial and Investment Attraction (ICIA)  Renewable Energy Engagement and Facilitation (REEF) |
| **Work location:** | Flexible – 8 Nicholson Street, East Melbourne Hybrid work arrangement available: Yes  No |
| **Reports to:** | Senior Manager, Business and Industry Engagement (BIE) |
| **Direct reports:** | Yes  No |
| **Further information:** | Craig Hanicek - craig.hanicek@deeca.vic.gov.au |

### Position purpose

The Project Officer is a highly motivated team player who enjoys supporting senior colleagues to facilitate events and meetings with business and industry stakeholders. This role supports investment attraction, project facilitation and information sharing across the energy sector to support achievement of Victoria’s legislated targets of 95% renewable energy by 2035 and net-zero emissions by 2045. The Project Officer has well-developed writing and communication skills, enjoys organising meetings and events (including conferences), and is highly adept with Microsoft 365 to develop and maintain a range of internal presentations, reports, databases and information sharing platforms. The role would suit a candidate with strong communication, research, project management and stakeholder engagement capabilities. Whilst previous renewable energy sector experience is highly regarded, you don’t need to be an energy expert to succeed in this role; you just need to have a strong interest in the energy transition and a willingness to learn and use your communication and organisational skills to support Victoria’s energy transition.

### Context

#### *The Group*

Victoria, along with the rest of the world, is in the midst of a major energy transformation, with new energy technologies, new industries, and new ways of doing things. The Victorian Government recognises this and the need for a modern energy system to support our economy and way of life – an energy system that is sustainable, reliable and affordable.

The Energy Group plays a key role in supporting a significant transformation of the energy sector in Victoria. The

Group’s primary responsibility is to support current and future energy projects, programs and reforms. The group

consists of 6 divisions as follows:

* Consumer, Community and First Peoples’ Energy Transition
* Electrification, Efficiency and Safety
* Energy Transition and Strategy
* Innovation, Commercial and Investment Attraction
* Offshore Wind Energy Victoria
* Office of the Deputy Secretary Division

#### *The Division*

The Innovation, Commercial and Investment Attraction division leads the delivery of projects and programs across the energy portfolio to deliver the procurement and facilitation of large-scale energy projects and explores sector development opportunities. The division applies commercial acumen and project delivery skills.

#### *The Branch*​

The Renewable Energy Engagement and Facilitation branch (REEF) focus on engaging with sector participants to foster a pipeline of opportunities in the energy sector. REEF comprises two teams: *Energy Proposals and Commercial* leads the assessment of unsolicited energy proposals for the Energy Group. This includes managing DEECA’s Energy Proposals framework including proposals ranging from small community projects to multi-year, multi-stage developments requiring whole-of-government involvement. The *Business and Industry Engagement* team (or BIE) has two distinct functions: operations and communications, and sector engagement. Our frontline engagers are responsible for direct engagement with business and industry, government partners and international delegates, to support investment attraction, project facilitation and information sharing across the energy sector while our operations and communications team are responsible for preparing ministerial briefs, executive speech and presentation writing, event coordination and support. Together, BIE coordinates the Victorian Government’s presence each year at the Southern Hemisphere’s largest industry event – All-Energy.

### Accountabilities

* Prepare high quality meeting and event materials including conference and event speeches, presentations, Ministerial briefs and correspondence on a range of issues applying your knowledge and understanding of Victoria’s renewable energy sector.
* Support the team to facilitate events and meetings with business and industry stakeholders, including international delegations.
* Assist the team to develop and maintain a range of internal reports, databases and information sharing platforms, including the Energy Group’s Customer Relationship Management (CRM) system.
* Establish and maintain strong relationships and networks across the Energy Group and other relevant parts of government and industry to share knowledge and leverage collaboration.
* Conduct regular online research of articles and reports to keep abreast of new energy technology and energy policy developments in Australia and overseas.
* Contribute effectively to building and maintaining a constructive culture across the branch, division and group, through the demonstration of positive workplace behaviours and a proactive approach to identifying and resolving issues.
* To practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate.

### Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

#### Specialist/Technical Expertise/Qualifications

#### A relevant tertiary qualification and / or experience in the energy sector would be well regarded, with experience in government being an advantage.

#### Experience in MS Office, including MS Word, MS Excel and MS PowerPoint is essential. Experience with CRMs and the Victorian Government MACS system would be well regarded.

#### Capabilities

**Communicate with Impact**: Prepares and delivers logical sequential and succinct presentations; Uses clear and concise language; Uses media appropriate to the audience and presents information to develop the understanding of the topic.

**Working collaboratively:** Build a supportive and cooperative team environment; Engages other teams to share information in order to understand or respond to issues; Support others in challenging situations.

**Project delivery:** Defines tasks to be delivered to meet agreed outcomes; Coordinates and guides others in the execution of work activities; Monitors progress of tasks against plans and takes corrective action when required.

**Stakeholder Management:** Takes steps to add value for the client or stakeholder; Links people with other areas as appropriate; Monitors client and stakeholder satisfaction; Constructively deals with stakeholder issues.

### Position specific requirements

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| Financial Delegation Value | $0 A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work |
| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to: | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.  A satisfactory National Police Check will be required (for all non-DEECA employees). |
| Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act* *2004.*  Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply  Non-VPS applicants will be subject to a probation period of six months |
| Privacy | The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014. |

About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

Our challenge is to maintain Victoria’s liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

For further information about the department, please visit our website [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

Our values

Our values align with the core [Public Sector values](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of ‘Work Together’, ‘Do What Matters’ and ‘Make a Difference’ we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what’s important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

Emergency Response and Health and Safety Requirements

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:

1. We are connected to liveable, inclusive, sustainable communities  
2. We are diverse   
3. We are inclusive and flexible   
4. We are safe and respectful

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

**Aboriginal Cultural Safety**

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DEECA is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact [self.determination@deeca.vic.gov.au](mailto:self.determination@deeca.vic.gov.au).

**Balancing your Life / Hybrid Working**

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email [customer.service@deeca.vic.gov.au](mailto:customer.service@deeca.vic.gov.au)