# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Program Manager Regulatory Intelligence |
| **Position number:** | 50935337 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 to $136,747 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services Group |
| **Division & Branch:** | Office of the Conservation Regulator, Regulatory Operations |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager Strategic Operations and Intelligence |
| **Direct reports:** | Yes  No If yes, how many? 5 |
| **Further information:** | Steph Andreata, M: 0439 025 724, E: [steph.andreata@deeca.vic.gov.au](mailto:steph.andreata@deeca.vic.gov.au) |

Position purpose

The Intelligence team within the Strategic Operations and Intelligence Unit manages intelligence and information systems and processes to inform the assessment of risk, prioritisation and therefore informs choices regarding the priority regulatory and compliance activities of the Conservation Regulator’s Regulatory Operations Branch.

The Program Manager Regulatory Intelligence oversees the strategy and delivery of operational and tactical intelligence within the Conservation Regulator. This includes overseeing the development of intelligence products through information collection and analysis, data processing and the provision of specialist advice. The Program Manager Regulatory Intelligence manages a team of expert intelligence staff.

The Program Manager role requires demonstrated experience and high-level analytical skills, the ability to work with quantitative and qualitative information, and strong skills in transforming data into intelligence

Context

**Group**

Bushfire and Forest Services (BFS) is the public land manager for 3.2 million hectares of State forests, including delivery and maintenance of recreation assets, tourism services and forest health activities, and leads DEECA’s works across the state in preparing for and responding to fire and other emergencies on public land, to reduce impacts on people, property and the environment.

BFS employs over 1,900 people in every corner of Victoria, with an additional seasonal workforce that contributes to Victoria’s bushfire response capability. We create local jobs, employing people from the communities we serve.

BFS provides high quality advice to government on forest, and fire and emergency management. As one of DEECA’s primary connections to local communities across the state, the group also provides valuable intelligence on how policy and programs can be designed and delivered to better meet the needs of Victorians.

**Division**

The Conservation Regulator is accountable for the delivery of DEECA’s regulatory responsibilities in biodiversity, fire prevention and public land use regulation. Our mission is to be an effective, trusted, best practice regulator – ensuring transparency, collaboration and strong regulatory capability to deliver on regulatory outcomes. As a risk-based, intelligence-led regulator, we focus regulatory effort on the highest environmental and compliance risks at the state, regional and local level. We use targeted regulatory interventions to educate, provide guidance, and monitor and enforce compliance with the law.

In addition to regulation for conservation and wildlife, we deliver a non-regulatory assurance program to support transparency and continuous improvement in forest and fire operations works.

We are based state-wide and value the delivery of our services at place. We value working collaboratively across the Conservation Regulator, as one, to deliver effective outcomes in our areas of responsibility.

We work closely with our regulatory partners, our departmental colleagues, traditional owners, stakeholder groups and the community to deliver outcomes for conservation, public land management and wildlife.

**Branch**

The Regulatory Operations Branch leads and coordinates state-wide regulatory service delivery. Staff are responsible for conducting complex risk assessments, harm prevention campaigns, audits, inspections, investigations and intelligence functions operating at the highest level of integrity and accountability for direct regulatory responsibilities.

The branch is responsible for administering authorities to control wildlife permits and rehabilitator permits as well as strategically monitoring all licence and permit types issued by the regulator. The Regulatory Operations branch works closely with the Permissions Unit to ensure seamless, strategic management of permissions.

The branch ensures strategic and effective risk-based and intelligence-led approaches to compliance for biodiversity, public land regulation and wildlife. The branch builds community confidence in regulatory practices by being open and transparent, engaging and partnering with traditional owners, co-regulators, community organisations and the public at large.

Staff that have a desire to be an Authorised Officer will be supported in maintaining or gaining their authorisations. This will be achieved by assisting broader Conservation Regulator operational delivery and by undertaking ongoing training and capability development. Supporting broader Conservation Regulator operational delivery will be subject to business priorities.

**Unit**

The Strategic Operations and Intelligence Unit lead complex and significant strategic environmental compliance operations and regulatory programs that cross regional boundaries. The Unit is responsible for the operational and tactical intelligence functions of the regulator.

The unit manages strategic operational relationships with key partner agencies such as Australian Border Force, federal and interstate environmental regulators. It works with DEECA Legal Services, co-regulators and regulated parties.

The Unit is also responsible for the management and coordination of arrangements associated with the care of seized or surrendered wildlife.

The Strategic Operations and Intelligence Unit also manages intelligence and information systems and processes to inform compliance and enforcement activities of the Conservation Regulator.

Accountabilities

* Lead and manage a team providing intelligence and information systems and processes to inform risk assessment, prioritisation and delivery of regulation and compliance activities.
* Provide expert advice and tailored intelligence products to support operational delivery.
* Develop intelligence processes that support and improve intelligence outcomes and develop capability and capacity in Conservation Regulator to collect, collate, analyse and use intelligence to support effective decision making.
* Work collaboratively and maintain effective relationships across DEECA, with delivery partners and relevant regulatory agencies including and counterparts in other state and national intelligence agencies to supplement intelligence.
* Manage departmental and group business management requirements applicable for maintaining access to information and intelligence sharing in accordance with legislative, policy and procedural requirements.
* Contribute to the identification of emerging complex or highly sensitive issues, risks and trend impacting on the successful achievement of objectives and priorities, and targeted opportunities to support prevention, enforcement and intelligence.
* Ensure the highest ethical standards in the delivery of the department’s objectives, with a strong commitment to the DEECA values, including safety and wellbeing.
* 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**

* Excellent conceptual and analytical
* Demonstrated experience of managing an intelligence unit within a regulator/enforcement agency

**Capabilities**

**Working Collaboratively (Accomplished Level)**

* Guides others to create a culture of collaboration,
* Identifies, and works to overcome, barriers to knowledge or information sharing,
* Identifies and manages a range of complex and often competing needs,
* Identifies opportunities to work with other teams to deliver outcomes

**Critical Thinking and Problem Solving (Leading Level)**

* Considers wider business context within business unit when considering options to resolve issues,
* Identifies recurring problems and prevents future recurrence by integrating solutions into work process,
* Delivers tangible business outcomes because of critically evaluating problems from multiple perspectives and delivering effective solutions.

**Influence and Persuasion (Accomplished Level)**

* Gains agreement to proposals & ideas,
* Build behind the scenes support for ideas to ensure buy-in & ownership,
* Uses chains of indirect influence to achieve outcomes,
* Involves experts or other third parties to strengthen case.

**Systems Thinking (Leading Level)**

* Formulates potential courses of action to achieve objectives based on an in-depth understanding of the business environment & its systems;
* Champions system thinking across the Conservation Regulator / DEECA and VPS more broadly acting as a thought leader in the area of regulatory intelligence;
* Establishes an integrated perspective of the organisation’s systems & identifies the leverage points where intervention will add value.

Position specific requirements

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| Financial Delegation Value | **$20,000** 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)