# Department of Energy, Environment and Climate Action

Position Description





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## Position details

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| **Position title:** | Workcentre Operations Coordinator |
| **Position number:** | 50947268 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Forest and Fire Operations / Grampians (FFOD) |
| **Work location:** | Bacchus Marsh  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager, District Operations |
| **Direct reports:** | Yes  No 12 staff |
| **Further information:** | Sam Biggs 0438 927 827 - sam.biggs@deeca.vic.gov.au |

Position purpose

The Workcentre Operations Coordinator is responsible for the management of staff involved in the implementation of a range of plans and programs to deliver specific Forest and Fire Operations activities including bushfire response. The position has a key role in the leadership of staff and the oversight of performance and development planning for workcentre staff.

The position is required to undertake project management, planning, priority setting, budget management and reporting for the workcentre across a wide range of programs. The position is responsible for ensuring that departmental resources vehicles, plant and equipment and are available for Forest Fire Operations including emergency response. This position also involves working with DEECA personnel, other agency personnel, and supervising staff that engage with contractors and program delivery staff to implementing programs and projects on public land and forest areas.

Context

*The 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.

*The Division*

The Forest and Fire Operations Division delivers integrated forest and fire management activities across state forests. We deliver forest health programs, promote and manage recreation and tourism sites, and maintain the majority of the public land road network.   
Under the Forest Fire Management Victoria (FFMVic) banner, we work with Parks Victoria and Melbourne Water to undertake bushfire management activities across all public land in Victoria. We undertake fuel management and other prevention activities as well as deliver bushfire response. We undertake our bushfire management activities as a part of our broader land management responsibilities.   
We are the lead emergency management agency for bushfire and a support agency for a range of Class 2 emergencies.

*The Region*

In the region, DEECA delivers a range of programs, often in collaboration with other departments, to protect environmental assets, manage public land, and respond to fire and other emergencies through an all-hazards approach. The department ensures appropriate planning, supports regional water management agencies and local governments, and delivers regional services to the community through strong partnerships with regional stakeholders.

Accountabilities

* Ensure workcentre operations staff work effectively within current OH&S processes, equal opportunity legislation and adhere to departmental values.
* Lead staff training, development and capability planning for workcentre staff and undertake performance and development planning with all workcentre staff.
* Manage a range of plans and programs to deliver specific Forest and Fire Operations activities within agreed timeframes and allocated budget.
* Coordinate the readiness, maintenance and allocation of workcentre assets including vehicles, plant, equipment, stores and facilities.
* Ensure that departmental vehicles, plant, equipment, and resources are available for emergency response and other activities in line with departmental standards.
* Coordinate the project management, forward planning, scheduling, delivery and reporting of the Workcentre Programs.
* Lead engagement and cooperation with partner agencies and other external stakeholders at the workcentre level.
* Lead and train work centre operations staff in community engagement and ensure the representation of DEECA in the community meets departmental plans and standards.
* 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**

* Experience in managing works programs in one or more of the following: - planned burning, unsealed road management or other operational forest management activities including experience in management of staff.
* Experience and understanding of forest firefighting techniques, the Australian Interagency Incident Management System and other emergency response activities.

**Capabilities**

**Managing People**:

* Communicates role expectations and purpose
* Recognises deviation from values, performance standards and provides timely and constructive feedback
* Understands individual needs to optimise employee engagement.

**Critical Thinking and Problem Solving**:

* Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self-consultation with others to resolve problems.
* If required, determine additional information needed to make informed decisions.
* Applies critical thinking and problem-solving concepts in the right context

**Develop Capability**:

* Actively seeks to improve others’ skills and talents by providing knowledge, constructive feedback, coaching and learning opportunities
* Consistently develops team capability
* Recognise and develop potential in others.

**Resource Mobilisation:**

* Monitors resources utilisation within guidelines
* Where required, acquire additional resources within defined parameters
* Take corrective actions when resource utilisation practices deviate from guidelines established

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: | * Undertaking a variety of physical tasks including endurance walking, lifting, handling or movement of heavy and awkward objects. * Operating or working near manual powered hand tools. * Participation on rosters for both emergency response and planned burning. * Travelling away from the home workcentre to other regional locations within the state or interstate may be required. Working in remote locations with the possibility of camping for up to a week at a time. * Travelling in or working near heavy plant, 4WDs, vehicles, helicopters and light aircraft and working from heights. * Operating in environments subject to extreme heat, cold, dust, smoke, pollens and chemical and biological agents. * Wearing personal protective equipment and clothing, including equipment that may increase metabolic heat and workloads, and reduce vision, respiration, smell, touch and hearing. * Undertaking work requiring sustained physical effort and intense concentration in adverse conditions over extended periods of time. * Work associated with firefighting and other emergency responses may be required (e.g. overtime, standby duty, unusual hours of shift work duty, weekend work, long shifts, work at night, weekends and public holidays). |
| 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).  This position has a requirement to work shift work or out of hours work will be required that will involve evening or weekend work including occasional overnight travel. |
| 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 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)