# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Project Officer Workforce and Capability |
| **Position number:** | 50921730 |
| **Classification:** | VPSG4 |
| **Salary range:** | $97,955 - $111,142 + Superannuation |
| **Employment type:** | Fixed Term until 30 September 2027 |
| **Group:** | Energy |
| **Division & Branch:** | Office of the Deputy Secretary – Workforce, Culture and Communications Team |
| **Work location:** | 8 Nicholson St, East Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Joanne Smith: Team Leader, Organisational Development, Culture and  Communications |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Joanne Smith, joanne.smith@deeca.vic.gov.au |

Position purpose

The Project Officer Workforce and Capability is part of a dynamic team that provides a wide range of culture, organisational development and communications initiatives to support the Energy group. The project officer will be responsible for coordinating and contributing to a range of activities in relation to leadership development, learning & development, culture and communication initiatives. The position will also support the broader workforce team when required.

Context

*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

Together with the State Electricity Commission (SEC) Implementation Office, these divisions enable the strategic work required to take place and set the Department up to undertake major energy transformations.

*Division*

The role sits within the Group’s Office of the Deputy Secretary. The Office of the Deputy Secretary fosters a high performing business operating environment across the Energy Group. The office is responsible for leading or coordinating business support functions encompassing financial management, business planning, reporting, workforce management, risk, procurement, communications, and stakeholder management ensuring alignment with both DEECA and government priorities, policies, and values.

*Branch*

The Workforce, Culture and Communications Team is responsible for the coordination of strategy, leadership, and common standards across the areas of culture, organisational development, safety, workforce, and capability development. The team is also responsible for internal communications, the Energy Transition Advisory Panel (ETAP) and the implementation of communication strategies.

Accountabilities

* Coordinate and/or contribute to culture improvement initiatives for the Energy Group and respond to a range of DEECA and VPS people, culture and stakeholder initiatives.
* Promote and encourage participation in Energy Group people and culture programs including developing communications and engagement tools if required.
* Coordinate the leadership development initiatives for the Energy Group including contributing to the updating of the annual leadership roadmap, assisting in the development of various leadership programs.
* Coordinate a range of activities in relation to learning & development, culture and communication initiatives, and employee performance planning and management.
* Use initiative to identify continuous improvements to processes and procedures.
* Contribute to team priorities and events, and the effective functioning of the team and branch.
* Support the broader Workforce team including managing the shared inbox and answering general workforce enquiries as needed.
* 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**

* Demonstrated experience in coordinating workforce, organisational development, and/or organisational culture initiatives.
* Excellent written communication skills demonstrated through the ability to produce clear, concise materials for target audience.
* Proven ability to building and maintain positive relations with a variety of stakeholders

**Capabilities**

* **Flexibility and Adaptability** - Accept changed priorities without undue discomfort. Responds quickly to changes. Comfortable working in collaboration with teams outside of own organisation.
* **Communicate with Impact** - Prepares and delivers logical sequential and succinct presentations; Uses clear & concise language; Uses media appropriate to the audience and presents information to develop the understanding of the topic.
* **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.
* **Interpersonal Skills** - Sees things from another’s point of view & confirms understanding; Understand motivations, needs and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference.

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)