# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Project Officer |
| **Position number:** | 50942698 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services Group |
| **Division & Branch:** | Policy and Planning Division / Office of Bushfire Risk Management (OBRM) |
| **Work location:** | 8 Nicholson St, East Melbourne  Hybrid work arrangement available:  Yes  No |
| **Reports to:** | Senior Project Officer – Safer Together |
| **Direct reports:** | Yes  No |
| **Further information:** | Steph Cassin, A/g Manager Planning and Partnerships 0449 252 322 |

Position purpose

The Project Officer is a member of the Planning and Partnerships Unit responsible for supporting delivery of the government’s flagship Safer Together program, enabling Victoria's bushfire management sector to work together effectively and invest in shared priorities through effective cross-sector governance arrangements, program budget management and grants administration. The position supports other priorities of the Planning and Partnerships Unit, including projects to strengthen sector-wide bushfire management planning arrangements, as directed.

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, to reduce impacts on people, property and the environment.

Underpinned by our commitment to work in partnership with Traditional Owners, BFS collaborates across government and DEECA to deliver key policies and outcomes in support of communities and industries that use our forests and is directly responsible for recreation policy and service delivery in state forests.

BFS plays a key role in working alongside emergency services under the Victorian Government’s ‘all communities, all emergencies’ operating framework, including meeting DEECA’s responsibilities before, during and after an emergency event.

BFS undertakes regulatory functions for biodiversity, public land use and fire prevention, leads development and advice on forest, fire and emergency management policy, strategy and legislation, and delivers safe and fit-for-purpose capability solutions including statewide assets, equipment, technology and learning, ensuring consistency with the Victorian Government’s broader strategic objectives.

**Division**

The Policy and Planning Division provides advice and develops policy, strategy, strategic planning frameworks and legislation for forest, fire and emergency management. We lead and support design and delivery of knowledge and engagement support services across the Bushfire and Forest Services Group and DEECA.

We collaborate across government and DEECA to deliver key policies, plans and regulations that support the sustainable public use and management of Victoria's forests. We are committed to progressing and advancing self-determination and supporting the delivery of DEECA's associated obligations.

We lead the strategic approach to bushfire risk management that evolves in response to climate change, utilising sophisticated science and evidence to inform, design and support forest management, and Forest Fire Management Victoria and the broader bushfire management sector's work to reduce the risk, severity and impacts of fire. We deliver one-DEECA emergency management policy advice and deliver priority projects to uplift capability, capacity and support continuous improvement.  We also have governance and coordination functions across DEECA, supporting DEECA’s participation in key inter-governmental committees, as well as internal committees and governance systems.

**Branch**

Emergency Management and Office of Bushfire Risk Management (OBRM) branch is responsible for overseeing the development and implementation of an end-to-end framework for bushfire risk management across all public and private land in Victoria, including policy, planning, monitoring and reporting. OBRM’s focus is on activities that manage the risk of bushfires in Victoria over the long-term – encompassing bushfire mitigation, planning and preparedness - with a primary focus on fuel management. OBRM has an important role providing assurance to the government and community that the sectors approach to managing bushfire risk is safe and effective, this includes ensuring that any FFMVic planned burn escapes are appropriately investigated and any opportunities for improvement identified and implemented. OBRM’s role does not extend to seasonal preparedness, readiness and response actions, or recovery.​

The Office works with Victorian Government agencies, local government, landholders and communities across public and private land to progress shared bushfire risk reduction outcomes and maintain the resilience of natural ecosystems. OBRM is supported by an Advisory Panel, which advises the Secretary to DEECA on agreed priority focus areas to assist the Office in effectively acquitting its accountabilities.​

OBRM does not deliver on ground bushfire risk reduction activities. Statutory authorities remain accountable for their statutory functions. Land managers and landholders retain primary responsibility for delivering bushfire risk reduction activities on their land.

**Unit**

The Planning and Partnerships Unit leads the government’s flagship Safer Together program, enabling Victoria's bushfire management sector to work together effectively and invest in shared priorities through effective cross-sector governance, program budget management and grants administration. The team is also responsible for managing the Safer Together external website, ensuring that key initiatives the sector delivers and opportunities for council and community involvement are transparent and accessible.

The team leads the design and continuous improvement of sector-wide bushfire management planning arrangements in close partnership with sector partners, ensuring appropriate sector planning governance, delivery and assurance processes are in place to effectively translate government policy and strategic directions into an effectively prioritised program of on ground delivery.

Accountabilities

* Support delivery of the government’s flagship Safer Together program, ensuring adherence to the principles of good governance and financial management, and implementing and continuously improving systems and processes that ensure the program delivers on its stated objectives.
* Lead and support projects to deliver business objectives, fostering an environment of continuous improvement and high-performance.
* Support the development of high-quality briefings, meeting papers, presentations and correspondence, consistent with key objectives for a range of audiences including Ministers, DEECA Executives and central agencies.
* Support the identification of emerging complex or highly sensitive issues, risks and trends impacting on the successful achievement of objectives and priorities and develop innovative solutions and options.
* Actively foster extensive internal and external networks that will ensure the success of agreed priorities.
* Maintain confidentiality and display sound judgment when dealing with sensitive information and issues to provide quality and relevant information in line with government policies.
* Actively contribute to a positive, open, delivery focused culture that values, supports and mentors’ people and is based on collaboration, accountability and performance excellence.
* 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 managing project or program budgets and knowledge of good financial management principles is highly desirable.
* Demonstrated knowledge of or experience with bushfire risk management is highly desirable.
* Tertiary qualification(s) in science, law, economics, public policy, natural resource or environmental management, business management or similar is desirable.

**Capabilities**

* **Project Delivery:** Defines tasks to be delivered to meet agreed outcomes; Executes work tasks against plan; Monitors progress of tasks against plans and takes corrective action when required.
* **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, or in 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.
* **Innovation and Continuous Improvement:** Seeks opportunities for continuous improvement and ways to innovate; Offers suggestions and ideas, encourages others to do the same; Leverage on existing continuous improvement systems and procedures to improve outcomes, quality & efficiency of work; Creates space for learning and innovation by seeking for input and feedback from others.
* **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)