# Principal Project Officer

Position Description





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## Position details

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| **Position title:** | Principal Project Officer |
| **Position number:** | 50939800 |
| **Classification:** | VPS Grade 6 |
| **Employment type:** | Fixed term 27 October 2028 |
| **Group:** | Energy Group |
| **Division & Branch:** | Innovation, Commercial and Investment Attraction | Renewable Energy Activation and Development |
| **Work location:** | Level 3, 8 Nicholson Street, East Melbourne 3002Hybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | Senior Manager, Renewable Hydrogen and Sustainable Fuels  |
| **Direct reports:** | [x]  Yes [ ]  No Up to 2 |
| **Further information:** | Nicholas.barda@deeca.vic.gov.au |

Position purpose

As Victoria accelerates the decarbonisation of electricity, the next phase of the energy transition is clear: addressing emissions across the broader energy system. Renewable fuels will play a major role in this transition, particularly in sectors where electrification alone is not sufficient. Heavy transport, industry and electricity system support will all depend on renewable fuels if Victoria is to achieve its target of net zero emissions by 2045.

Producing renewable fuels locally, using sustainable feedstocks, can reduce reliance on imported fuels and strengthen Victoria’s energy resilience. The development of a renewable fuels sector also presents a unique opportunity to leverage Victoria’s established fuel production capabilities and thriving agricultural base, creating a new industry that drives investment, regional development and long-term economic growth.

Victoria’s ambitious renewable energy targets highlight the importance of a diverse mix of technologies, including renewable hydrogen and other sustainable fuels. These technologies will be essential in reaching net zero by 2045, while also enhancing fuel security and unlocking new industrial and economic opportunities that support the state’s global competitiveness.

The Principal Project Officer role supports this agenda by working with the Senior Manager to deliver a comprehensive work program spanning policy development, sector growth, stakeholder engagement and project delivery. The role requires collaboration with industry, research and community stakeholders, coordination across government, and active contributions to national initiatives. Additionally, the Principal Project Officer oversees Victoria’s strategic contributions to implementing the National Hydrogen Strategy, including active involvement in the Hydrogen Working Group. As part of a high-performing team, the Principal Project Officer applies agile and innovative work practices to advance Victoria’s leadership in renewable fuels and drive the state’s transition to a secure, sustainable energy future.

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
* Workforce, Culture and Communications

Together the Divisions enable the strategic work required to take place to undertake major energy transformation whilst continuing to deliver existing priorities.

**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**

We focus on emerging energy technology development and works with sector participants to foster a pipeline of

energy opportunities in the energy sector. We also facilitate the business development in new energy technologies,

such as supply chain support and skills and capability building.

Accountabilities

* Lead the design and delivery of Victoria’s renewable fuels work program, including complex policy development, sector growth initiatives, and project implementation, ensuring effective management of timelines, budgets and outcomes.
* Drive development of the renewable fuels sector in Victoria by working with industry, research and community stakeholders to strengthen energy resilience, support regional development, and unlock new economic opportunities.
* Oversee cross-government coordination to generate evidence-based insights, shape renewable fuels policy and progress projects, working closely with subject matter experts, corporate functions (finance, legal, governance) and external stakeholders.
* Lead and coordinate Victoria’s contributions to the National Hydrogen Strategy, representing the state’s interests through the Hydrogen Working Group and other intergovernmental forums.
* Negotiate policy positions with internal and external stakeholders, balancing government priorities with commercial, technical and sector considerations to achieve effective outcomes.
* Provide high-quality strategic advice, guidance and analysis to stakeholders, demonstrating political acumen, discretion and a deep understanding of renewable fuels sector dynamics.
* Deliver authoritative and timely advice through reports, briefs, presentations and correspondence for a range of audiences, including the Minister’s Office, departmental executives, portfolio agencies and industry.
* Represent the branch and Department at internal and external meetings, forums and events, effectively communicating Victoria’s renewable fuels priorities.
* Contribute to a positive, collaborative and high-performing team culture, modelling constructive behaviours and proactively identifying and resolving challenges.
* Actively practice cultural safety by creating inclusive environments, relationships and systems free from racism and discrimination, ensuring all people feel respected, safe and able to participate.

Key Selection Criteria

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

**Specialist/Technical Expertise/Qualifications**

* Senior experience in a policy role within government is highly desirable.
* Knowledge of the energy sector is mandatory, with particular experience in renewable hydrogen and other emerging energy technologies highly desirable.
* Experience in industry development is desirable.
* Familiarity with state or national government processes and cross-government coordination and engagement is desirable.

**Capabilities**

**Leadership and interpersonal skills:**

* Ability to lead, encourage and coordinate the performance of a group of people in a changing work environment so that, collectively, they deliver on agreed outcomes.
* Ability to create and maintain effective, trusted, open relationships across teams and with individuals.
* Demonstrated ability to develop fair and effective working relationships with project proponents and counterparts in other relevant departments and jurisdictions.

**Written and Verbal Communication:**

* Prepares and provides complex written and verbal briefs and reports to senior management and the government. Edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs.
* Acute attention to detail, particularly in the preparation and review of complex documentation and communications.
* Ability to explain highly complex energy and project issues to non-expert stakeholders internally and externally.

**Project delivery and contract management:**

* Manage the implementation of end-to-end program or project delivery from initiation to completion for complex government initiatives. This will include applying Agile project management.
* Produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified. Monitors performance against objectives and manages project risks and issues.
* Uses understanding of political sensitivities to actively champion projects, provides guidance and support to project to identify risks and overcome obstacles, quickly sums up complex options and recommends a clear way forward; monitors overall project, monitors performance against project plans and influences key stakeholders to support projects.
* Demonstrated ability to take initiative and prioritise and schedule tasks to meet tight timelines and manages significant budgets and corporate activities associated with major energy projects and programs.

**Commercial and technology readiness:**

* Demonstrated experience in delivering business cases and feasibility studies with a detailed understanding of the requirements of business cases for the public sector.
* Proactively seeks more efficient ways of doing things and is knowledgeable about commercial and sector development issues in a pre-commercial environment. Sound judgement including experience in negotiation and consultation at senior levels.
* Relevant experience providing advice and support within a government environment on pre-commercial technologies or similar.
* Understand commercial and technology development frameworks and applies strategic thinking.

**Negotiation and Influence:**

* Employs knowledge of structure and processes of government to influence the development and implementation of programs and energy policy.
* Ability to negotiate with and influence internal and external stakeholders with competing priorities to achieve the objectives of work delivery including contractual outcomes.

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
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| 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 2020* and the *Public Administration Act* *2004.*Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions applyNon-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 more than 6,300 staff, who work from more than 82 locations throughout Victoria, across the portfolios of energy, environment, climate action, water, agriculture and resources. 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.delwp.vic.gov.au](http://www.delwp.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.

**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