Solar Victoria – Department of Energy, Environment and Climate Action

Position description: Principal Regulatory Policy Officer



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| Position details | |
| **Position title:** | Principal Regulatory Policy Officer |
| **Position number:** | 50966727 |
| **Classification:** | VPS Grade 6 |
| **Salary range:** | $138,631 - $185,518 plus super |
| **Employment type:** | Fixed term 18 months |
| **Group:** | Solar Victoria |
| **Division & Branch:** | Victorian Energy Upgrades, |
| **Work location:** | Melbourne CBD or Morwell Hybrid work arrangement available:  Yes  No |
| **Reports to:** | Director, Victorian Energy Upgrades |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Lashae Roulston or Kirralee Tyndall, co-Directors of Victorian Energy Upgrades, [Lashae.roulston@deeca.vic.gov.au](mailto:Lashae.roulston@deeca.vic.gov.au) or Kirralee.tyndall@deeca.vic.gov.au |

## Position Purpose

## The Principal Regulatory Policy Officer is responsible for leading legislative and regulatory policy development and process and provides strategic regulatory reform and policy advice, as well as supporting the ongoing development and delivery of the Victorian Energy Upgrades (VEU) program. They will contribute towards strengthening the VEU program to deliver innovative reforms through research and analysis of opportunities and risks.

## This is an exciting opportunity to play a key role in the energy transition, including supporting electrification, demand management and integration of energy management and distributed generation technologies.This position requires experience in successfully leading legislative and/or regulatory reforms, preferrably in energy policy, as well as excellent strategic thinking, communication, organisational, analytical and interpersonal skills. A detailed understanding and experience in government processes is highly desirable.

## Context

Solar Victoria’s purpose is to “Empower Victorians to access clean and affordable energy”.

We deliver the Victorian Energy Upgrades (VEU) program, the state’s largest emissions reduction program, supporting Victoria to achieve its energy transition and emissions reduction goals through improved energy efficiency, demand management, and household and business electrification. We work closely with the Essential Services Commission to drive and deliver on the Government’s priority policy objectives through the provision of more than half a billion dollars’ worth of incentives each to energy consumers and the supply chain each year – supporting Victorian households and businesses with their energy bills and creating jobs for industry.

We are also responsible for delivering the Victorian Government’s $1.3 billion Solar Homes Program – one of the most ambitious and transformative renewable energy programs in Australia aimed at reducing energy costs, boosting energy supply, creating new jobs in the renewables sector, and tackling climate change.

We deliver rebate programs for eligible households, rental properties and apartment buildings to access and install solar panels and hot water systems. Our aim is to deliver solar power to over 770,000 Victorian homes over 10-years and to reach one million Victorians through our suite of programs.

As part of DEECA, Solar Victoria works closely across the department particularly with the Corporate Services Group and Energy Group, along with industry, regulators and community organisations.

For more information, visit our website [www.solarvictoria.vic.gov.au](http://www.solarvictoria.vic.gov.au)

## Accountabilities

## Lead the provision of high quality, accurate and strategic advice on legislative frameworks and regulatory reform.

## Identify, analyse and provide reliable and accurate advice and options on a range of overlapping policy issues, with a particular focus on regulatory reform.

## Support the technical development of the Victorian Energy Upgrades program through the research and design of the regulatory framework, from concept through to delivery including planning, identification and management of risks, to maximise the benefits for consumers and the Victorian Government’s strategic objectives.

## Work with DEECA’s Legal and Legislation Division and other VEU Branch members to identify, analyse and provide well-researched and evidence-based policy and legal and regulatory policy reform proposals and associated strategy and policy development, specifically with a view to positive regulatory outcomes aligned to the objectives of the Review.

## Work with DEECA’s Legal and Legislation Division to lead the provision of high quality, accurate and strategic regulatory policy advice centred around the lawful and effective operation of government at an advanced professional level, including moderately complex and/or sensitive matters.

## Provide responsive, succinct and authoritative written and verbal advice to the Solar Victoria senior executive team on a range of issues, including policy and program direction and design to inform critical decision-making.

## Pro-actively initiate, build and maintain effective working relationships across Solar Victoria, with DEECA Energy Group and with key stakeholders, to facilitate sound and integrated advice and information flow that informs and keep up to date with relevant contemporary policy, research, industry insights, trends and developments both nationally and internationally, and apply this knowledge and understanding to expertly advise and design strategies and program enhancements.

## Research and prepare authoritative briefings, submissions, business cases, reports, and presentations, for a range of high-level audiences including Ministers, departmental executives and stakeholders.

## 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

**Mandatory:**

* Experience in analysing complex regulatory policy in a Government context and translating that into the development of fit for purpose programs.

**Desirable:**

## Relevant tertiary qualifications such as legal, engineering, energy, science, economics, or public policy.

## Knowledge of energy efficiency (as it relates to buildings, appliances, equipment or the residential or business sectors)

## Experience in Government processes and operations, especially in public sector policy design or program delivery

## Significant experience and demonstrated ability to provide advice on complex legislative and regulatory issues.

#### Capabilities

#### Policy Design and Development: Keeps up to date with a broad range of contemporary issues; Develops complex and far-reaching regulatory reform proposals. Builds trusting relationships with Senior Leaders across the VPS to engender support for proposals. Provides thought leadership to others on area of expertise.

#### Critical Thinking and Problem Solving: Considers a broad range of topics (beyond immediate area of work), works across government and at senior levels to develop and deliver sustainable solutions. Takes into account 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 as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.

#### Project Delivery: Is regarded as a thought leader in project management; Considers historical, political and broader context to inform project direction and mitigate risk; Engage key stakeholders at senior levels; Balances the needs of clients, team, and the organisation.

## Influence and Persuasion: Develops long-term & multi-phased plans to influence others; Implements complex strategies to build buy-in from key internal & external clients/stakeholders; Effectively negotiates with clients/stakeholders to achieve desired 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  · Emergency response 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). <delete if not applicable> This position has child-related responsibilities and you will be required to hold a current Working with Children’s (WWC) Check card. <delete if not applicable> 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 more than 6,500 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.deeca.vic.gov.au](mailto:www.deeca.vic.gov.au)

Our values Our values align with the core Public Sector values – 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 department plays 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).

#### Employment Location

Solar Victoria’s headquarters is based at 65 Church Street Morwell as part of at the Latrobe Valley GovHub, which houses over 200 workers staff from several Victorian Public Service departments. Solar Victoria also has a Melbourne CBD office location at 150 Lonsdale Street, and our VEU Branch is based at the DEECA office at 8 Nicholson Street. On occasion, staff may be required to travel to an office alternative to their base location for work events or meetings.

#### 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.

### Accessibility

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)