# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Principal Policy Officer |
| **Position number:** | 50944458 |
| **Classification:** | VPS 6 |
| **Salary range:** | $138,631+ 185,518 plus Superannuation |
| **Employment type:** | Fixed Term until 28 August 2026 |
| **Group:** | Energy |
| **Division & Branch:** | Electrification, Efficiency and Safety, Energy Safety and Security |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager, Energy Security Policy and Preparedness |
| **Direct reports:** | Yes  No |
| **Further information:** | Dung Nguyen, dung.nguyen@deeca.vic.gov.au |

Position purpose

The Principal Policy Officer is part of the Electrification, Efficiency and Safety Division. The division leads government policy development on the Gas Substitution Roadmap, the Energy Safety Review, energy demand management, energy efficiency and energy safety. The division provides ongoing energy security advice and energy emergency management services, to ensure the delivery of safe, reliable, affordable energy to Victorians and support the transition of Victoria’s energy system to low emissions.

The role is responsible for the delivery of key energy preparedness and security priorities and is a senior member of the ESS team. The role requires advanced policy and problem-solving capabilities with a focus on outcomes and delivery. The role also requires the ability to manage complexity and apply analytical ability to a variety of information to identify and act proactively on opportunities and/or issues, with a focus on longer-term strategic goals. The role suits a motivated and collaborative self-starter with strong stakeholder engagement skills, who can demonstrate effective leadership, accountability and policy skills.

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

• 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

***The Division***

The Electrification, Efficiency and Safety Division leads government policy development on energy demand management, energy efficiency and energy safety. The Division provides ongoing energy security advice and energy emergency management services, to ensure the delivery of safe, reliable, affordable energy to Victorians and support the transition of Victoria’s energy system to low emissions through the Gas Substitution Roadmap work program and reducing energy demand through improved energy efficiency.

***The Branch***

The Energy Safety and Security Branch develops policy and programs and administers legislation to provide for safe, reliable, and secure energy networks for Victorians. This includes energy safety, energy emergency management, energy security and preparedness and gas pipeline regulation.

We lead key government initiatives including the State Emergency Management Plan – Energy sub-plan, and the Energy Safety Review.

We work with Emergency Management Victoria, the Australian Energy Market Operator (AEMO), Energy Safe Victoria, network licensees and energy producers, domestic and industry consumers, and other stakeholders.

Accountabilities

* Lead policy reforms, projects and research, analysis and advice on energy reliability and security matters.
* Responsibility for carriage of energy security policy objectives, project and resource management.
* Support the manager in the day-to-day leadership of the energy security policy and preparedness team.
* Lead timely, comprehensive support to the Minister, Secretary and Deputy Secretary Energy on complex policy and regulatory issues.
* Manage relationships with key internal and external delivery partners to ensure effective delivery of policy objectives.
* Provide expert, strategic and authoritative advice to the Department's Executives, other State Government departments and agencies, and the Minister
* Develop and maintain networks, and build support among key stakeholders for policy objectives, including across the Department, Victorian and Commonwealth agencies and the energy industry.
* Confidently represent the Department as required at key internal and external decision making and policy and program forums, at conferences and meetings.
* Participate and lead in the management of energy emergencies with responsibilities during significant energy supply disruptions in Victoria.
* Actively foster and encourage others to participate in a positive organisational culture that supports the development and mental health of individuals while promoting performance excellence.
* 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

**Specialist/Technical Expertise/Qualifications**

* A sound understanding of and experience in the public sector, including knowledge and experience with the structure of government and its decision-making processes, including in the field of emergency management (desirable).
* Understanding of the Victorian energy sector including frameworks governing the supply of electricity, gas and liquid fuels (desirable).

**Capabilities**

**Policy Design and Development**:

* Keeps up to date with a broad range of contemporary issues.
* Develops complex and far reaching business case proposals.
* Builds trusting relationships with Senior Leaders across the VPS to engender support for proposals.
* Provides thought leadership to others on area of expertise.

**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.

**Influence and Persuasion:**

* Gains agreement to proposals and ideas.
* Build behind the scenes support for ideas to ensure buy-in and ownership.
* Uses chains of indirect influence to achieve outcomes.
* Involves experts or other third parties to strengthen case.

**Project Delivery:**

* Translates strategies into programs or projects that enables achievement of outcomes require.
* Defines governance e.g. success measures, roles and responsibilities, progress monitoring) required to manage risks and maximise probability of success.

**Communicate with Impact:**

* Identifies key messages and information required for decision-making.
* Provides high level advice on influencing and the needs of target audiences.
* Provides advice on the content and style appropriate to the audience.

Position specific requirements

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| Financial Delegation Value | $0A 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).  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 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)