# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Manager, Specialist Planning |
| **Position number:** | 50963027 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 pa + superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Forest and Fire Operations, Port Phillip (FFOD) |
| **Work location:** | Flexible within Port Phillip Region  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Regional Manager, Forest & Fire Programs |
| **Direct reports:** | Yes  No If yes, how many? One |
| **Further information:** | Andrew McGuire – 0428 346 869 / andrew.mcguire@deeca.vic.gov.au |

Position purpose

The Manager, Specialist Planning leads the tactical (in-year) planning of complex, high-impact and high-risk forest and fire management works, including Strategic Fuel Breaks, large-scale hazardous tree treatment and regeneration activities. Suitable works identified via the Operational Forest Management Plan will be referred for planning under the oversight of the Program Manager to ensure consistency in planning practices.

Context

**Group**

Bushfire & 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 on public land to reduce impacts on people, property and the environment.

BFS employs over 1,900 people in every corner of Victoria, with an additional seasonal workforce that contributes to Victoria’s bushfire response capability. We create local jobs, employing people from the communities we serve.

BFS provides high quality advice to government on forest, and fire and emergency management. As one of DEECA’s primary connections to local communities across the state, the group also provides valuable intelligence on how policy and programs can be designed and delivered to better meet the needs of Victorians.

**Division**

The Forest and Fire Operations Division delivers integrated forest and fire management activities across state forests. We deliver forest health programs, promote and manage recreation and tourism sites, and maintain the majority of the public land road network.

Under the Forest Fire Management Victoria (FFMVic) banner, we work with Parks Victoria and Melbourne Water to undertake bushfire management activities across all public land in Victoria. We undertake fuel management and other prevention activities as well as deliver bushfire response. We undertake our bushfire management activities as a part of our broader land management responsibilities.

We are the lead emergency management agency for bushfire and a support agency for a range of Class 2 emergencies.

**Branch – Forest and Fire Programs Team**

The Forest and Fire Programs Team is responsible for establishing and managing arrangements for the effective and efficient delivery of programs across the region. The Forest and Fire Programs Team will support the delivery of regional programs by implementing rigorous project management reporting to monitor program delivery, budget and outcomes. Funded initiatives within the region will be coordinated by the Forest and Fire Programs Team. The team will also ensure the implementation of DEECA’s procurement and contract management integrity controls and systems within the region across all program activities, and directly support the procurement of complex or large-scale works.

The Forest and Fire Programs team has specialist resources responsible for leading tactical planning of complex or high-risk forest and fire management works across the region, as well as superintending externally contracted work.

Accountabilities

* Provide leadership and oversight of the tactical planning processes of high impact and/or complexity work
* Establish and implement robust and transparent planning processes for high impact and/or complexity work, including adherence to legislation and DEECA policy
* Ensure the preparation of high-quality documentation to support the planning and procurement of services to ensure delivery of high impact and/or complexity works
* Collaborate with other regional Specialist Tactical Planning Teams and the Planning & Authorisation Branch to continually improve the processes for planning high impact and/or complexity work, working as part of a community of practice to mature the planning processes and management of values
* Actively contribute to and support a positive, open, delivery focussed culture that values and supports people, and is based on collaboration, accountability, and trust.
* 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**

* Knowledge of operational delivery of forest management programs/services
* Tertiary qualifications in natural resource or environmental management, or public policy (desirable)
* Experience working with planning systems including FMS, eMAP and ArcGIS (or similar)

**Capabilities**

* **Critical Thinking and Problem Solving**: 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.
* **Working Collaboratively**: Guides others to create a culture of collaboration; Identifies, and works to overcome, barriers to knowledge or information sharing; Identifies opportunities to work with other teams to deliver outcomes.
* **Stakeholder Management**: Identifies issues in common for one or more clients or stakeholders and uses them to build mutually beneficial partnerships; Identifies and responds to stakeholder’s underlying needs; Uses understanding of the stakeholder’s organisational context to ensure outcomes are achieved.
* **Develop capability**: Develops and applies frameworks to develop capability at organisation level; Clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development; Empowers others by providing them with the authority and latitude to accomplish tasks; Creates learning opportunities and appropriately delegates responsibilities to further the development of others.

Position specific requirements

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| Financial Delegation Value | $TBA 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: | May include:   * Sedentary desk work * Field work * Manual handling * Use of hazardous substances * 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). |
| 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)