# Department of Energy, Environment and Climate Action

Position Description





## Position details

|  |  |
| --- | --- |
| **Position title:** | Senior Policy Officer, Mine Rehabilitation |
| **Position numbers:** | 50949944, 50962450 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Resources Victoria |
| **Division & Branch:** | Earth Resources Policy and Programs; Rehabilitation and Innovation |
| **Work location:** | 8 Nicholson Street, Melbourne  Hybrid work arrangement available: Yes |
| **Reports to:** | Manager, Rehabilitation Policy |
| **Direct reports:** | No |
| **Further information:** | Anthony Feigl, Director, Resources Planning and Rehabilitation: 0450 470 959 |

Position purpose

The Senior Policy Officer, Mine Rehabilitation is part of a high-performing team delivering rehabilitation policy for mines and quarries across Victoria. By working closely with internal and external stakeholders, and protecting the interests of the State and communities, the Senior Policy Officer enables successful transformation of mines and quarries to valuable next land uses.

Context

Resources Victoria’s mission is to facilitate informed and responsible earth resources exploration, development, extraction and rehabilitation in Victoria. This includes oversight of mining activities for critical minerals, gold and other metals, petroleum, coal, sand, rock and gravel.

Our priorities are to:

* Increase investment in Victoria’s earth resources, including new critical minerals.
* Build confidence in the performance of the earth resources sector in Victoria and its regulation.
* Secure the supply of quarry materials essential for new infrastructure.

We will deliver this by:

* Applying our specialist scientific and technical expertise to understand Victoria’s geology and create new opportunities for responsible investment.
* Delivering resources policy and legislative reform that enables responsible earth resources activities, from exploration through to rehabilitation.
* Facilitating earth resources projects in a timely and transparent way that safeguards public safety, human health, infrastructure and the environment.
* Working across government to enable investment, while supporting industry with expert advice and clear approvals processes.

Accountabilities

* Lead projects within a dynamic environment to deliver innovative policies and guidance that enable the transformation of mines and quarries into valuable next land uses.
* Complete research and analysis of complex policy issues to support robust, evidence-based, innovative and fit-for-purpose regulatory reform, policy and program delivery.
* Build, nurture and maintain strong mutually beneficial partnerships with industry, local and state agencies, and community stakeholders to drive positive rehabilitation outcomes for mines and quarries across Victoria.
* Provide strategic advice to senior leaders within and outside the Department.
* Prepare insightful, accurate, concise, and timely reports, briefings, correspondence, and other documentation to support informed decision-making.
* Support the implementation and continuous improvement of robust business processes, including coordination and governance, to support and drive work programs.
* To practice cultural safety by creating environments, relationships, and systems free from racism and discrimination. Ensure that people 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**

* A current valid Victorian driver’s licence is mandatory.
* Proven experience in delivering complex and sensitive policy projects, ideally with significant commercial or economic aspects with a demonstrated ability to achieve positive outcomes for the State and communities.
* Excellent communication skills, with the ability to develop and deliver clear and concise reports, briefs, and presentations on complex issues for executives and Ministers.
* A tertiary qualification in Commerce, Economics, Science, Planning, Law, Public Policy, or an equivalent field. Qualifications or experience in actuarial science is desired.
* A relevant project management qualification such as PRINCE2 or Agile would be advantageous.

**Capabilities**

* **Policy Design and Development:** Interprets & applies policies relevant to own work; Drafts policies and business cases using research skills and in consultation with relevant stakeholders; Determines relevant data and evidence gathering approach; Conducts critical analysis on data and evidences collected.
* **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.
* **Working Collaboratively:** Build a supportive and cooperative team environment; Engages other teams to share information in order to understand or respond to issues; Support others in challenging situations.
* **Project Delivery:** Defines tasks to be delivered to meet agreed outcomes; Coordinates and guides others in the execution of work activities; Monitors progress of tasks against plans and takes corrective action when required.

Position specific requirements

|  |  |
| --- | --- |
| Financial Delegation Value | N/A |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work * Field work including travel (limited) |
| 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).  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)