# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Rehabilitation Liability Assessment Officer |
| **Position number:** | 50949847 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Fixed Term until 30 June 2026 |
| **Group:** | Resources Victoria |
| **Division & Branch:** | Earth Resources Regulator; Rehabilitation Liabilities Assessments and Bonds |
| **Work location:** | 8 Nicholson Street, Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Assistant Director, Rehabilitation Liability Assessments and Bonds |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Bessie Abbott, Senior Estimator, Rehabilitation Liability Assessments & Bonds: 0447 391 274 |

Position purpose

The Rehabilitation Liability Assessment Officer (RLAO) is responsible for the provision of advice to internal and external stakeholders on operational policy and standard operating procedures for site rehabilitation liabilities and setting bonds for mine, quarry and other earth resources sites across Victoria.

The RLAO has a key role in driving the implementation and maintenance of high-level administrative duties, policies and processes to ensure compliance with statutory requirements and contributing to the effective management of rehabilitation liability assessments and bonds.

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

* Develop and drive the implementation and maintenance of high-level administrative duties, policies, and processes to ensure compliance with statutory requirements, delivering key recommendations from internal and external audits and contributing to the effective management of rehabilitation liability assessments and bonds.
* Coordinate correspondence for progressive reviews of rehabilitation liability assessments and bonds for earth resources sites across Victoria.
* Consult and provide advice to Senior Estimators in conducting and reviewing rehabilitation liability assessments for earth resources sites.
* Maintain oversight over records relating to rehabilitation liabilities and bond information in the Division’s electronic information management system, ensuring accuracy and integrity of bond data and information held.
* Contribute to working proactively with officers within the Division, the State’s public land manager, private landholders, and co-regulators.
* Assist the rehabilitation liability assessments and bonds team to deliver robust management of the State’s rehabilitation liability.
* 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**

* Tertiary qualifications in environmental science, engineering, chartered surveying or other relevant discipline is mandatory.
* A current valid Victorian driver’s licence is mandatory.
* Industry, government or consulting experience in assessing site liabilities and estimating associated costs in the earth resources sector or a comparable industrial context, preferably in rehabilitation and closure management.
* Demonstrated analytical skills with the ability to develop innovative solutions to complex site operational issues, preferably with respect to site rehabilitation works
* Excellent organisational and time management skills including attention to detail, ability to prioritise tasks and use initiative to meet deadlines.
* Experience in rehabilitation and closure management (including liability cost estimation) would be advantageous.

**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.
* **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.
* **Resilience:** Keeps self and others calm when under pressure; Is decisive and charts course of actions enabling teams to resolve a challenging situation.
* **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.

Position specific requirements

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| 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 * Manual handling * 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)