Solar Victoria – Department of Energy, Environment and Climate Action

Position description: Senior Policy Officer



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| Position details | |
| **Position title:** | Senior Policy Officer |
| **Position number:** | 50966867, 50966867 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 plus super |
| **Employment type:** | Fixed term (to 31/12/26) |
| **Group:** | Solar Victoria |
| **Division & Branch:** | Victorian Energy Upgrades |
| **Work location:** | Melbourne CBD or Morwell Hybrid work arrangement available:  Yes  No |
| **Reports to:** | Manager, Energy Efficiency Technologies |
| **Direct reports:** | Yes  No If yes, how many? 1 |
| **Further information:** | Jack Brown- jack.brown@deeca.vic.gov.au |

## Position purpose

## The Senior Policy Officer contributes to the design and development of the Victorian Energy Upgrades (VEU) program, by providing strategic policy advice and supporting program development through the provision of technical advice andresearch and analysis of energy efficiency and technology opportunities and risks. The successful applicant will have a strong understanding of policy, able to provide advice on technical matters through strong research and analysis capabilities, and good stakeholder collaboration skills.

## The position leads on the development of activities under the VEU program. It will play a key role in strengthening the VEU program to deliver innovative energy efficiency technology in the energy transition, including supporting electrification, demand management and integration of energy management and distributed generation technologies.

## Context

Solar Victoria’s purpose is to “Empower Victorians to access efficient, 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 development of energy efficiency activities and incentives through the research of technologies and development of consdiered policy advice and recommendations.
* Prepare and present accurate, concise, timely and relevant advice and documentation, briefings, correspondence, submissions and reports to articulate complex concepts for a range of audiences including Ministers, departmental executives and stakeholders.
* Initiate, build and manage confident and collaborative working relationships with stakeholders including department colleagues, executives, and associated departments and industries to facilitate sound and integrated advice, to inform and influence program priorities across government.
* Apply policy rationale to support and communicate decision making and policy development.
* Manage projects, including planning, budgeting and execution, and management of consultants.
* Work with the Department’s solicitors to develop and manage regulatory and/or legislative changes to the program.
* Represent Solar Victoria and the Department at stakeholder meetings and forums.
* 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 providing policy advice in the design of Government programs.
* Relevant tertiary qualifications such as engineering, energy, science, energy economics, law or public policy.
* Strong communication, research and analysis capabilities.

**Desirable:**

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

#### Capabilities

#### Policy Design and Development: Formulates and communicates public policy options and recommendations. Develops a clear narrative for the policies and business cases including clear problem definition and objectives. Considers impact of policy to strategic plans, community needs, complementing programs and policies across the service.

#### 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.

## 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.

* **Managing People:** Holds self and team accountable to public sector values and agreed performance standards; Supports achievement of outcomes by anticipating and resolving issues; Establishes and implement actions to increase level of people engagement; Creates opportunities for recognising performance.

## 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: | a) <add or delete where required> · 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). <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)