# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Operational Program Officer |
| **Position number:** | 50925871 |
| **Classification:** | VPS Grade 3 |
| **Salary range:** | $79,122 - $96,073 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Forest and Fire Operations / Gippsland (FFOD) |
| **Work location:** | Flexible within Snowy District  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Team Leader, Operational Program Support |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Brooke Schultz – 0438 251 403 |

Position purpose

The Operational Program Support Officer will provide corporate, administrative and business support to the distict and region. As a regional resource embedded into the district, the Operational Program Support Officer will be required to be adaptive and flexible in delivering against shifting priorities in a dynamic environment.

Context

**Group**

Bushfire and 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**

In the region, DEECA delivers a range of programs, often in collaboration with other departments, to protect environmental assets, manage public land, and respond to fire and other emergencies through an all-hazards approach. The department ensures appropriate planning, supports regional water management agencies and local governments, and delivers regional services to the community through strong partnerships with regional stakeholders.

Accountabilities

* Undertake projects under direction of the Regional Leadership Team to support the delivery of priority programs across the portfolios of the district (Planning, Operational delivery, Operational Planning, Emergency Preparedness, Community Engagement).
* Undertake financial processing work such as collection/processing of revenue, purchasing, payments, Accounts Payable HUB Management, data entry and reports.
* Undertake accommodation processing work such as management of Departmental housing for Work Centres, office work station identification, phone system support, maintenance of security registers for swipe cards and site keys, DEECA bi-monthly computer audit, bulk fuel reconciliation, Vehicle Log Sheet processing and reporting across sites within the region.
* Establish and maintain sensitive files, including financial management and classified materials in accordance with security procedures.
* Respond to external and internal enquiries, liaising with stakeholders and senior officers and participate in community engagement activities.
* Creates a climate of service excellence; encourages new and different approaches and solutions that will deliver benefits beyond client or stakeholder expectations is desirable
* 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**

* Understanding of budget management principles and tracking is desirable.
* Knowledge of Forest Fire Management Victoria and partner agency priorities is desirable.
* Knowledge of government processes, office administration and Microsoft Officer programs is desirable.

**Capabilities**

**Project delivery:** Executes work tasks against plan; where plans are not defined, prioritises tasks in line with the urgency and impact of tasks; Utilises approved task management tools; Maintains accurate project records.

**Interpersonal Skills:** Polite, professional & considerate in dealing with others; Aware of people’s moods & temperament; Expresses own views in a constructive & diplomatic way; Reflects on how own emotions impact on others.

**Self-Awareness:** Understands how emotional responses can be expressed in work situations and the impact they may have on self or others; Able to assess personal strengths and weakness using feedback from other team members.

**Problem Solving and Critical Thinking:** Seeks resolution of problems through policy or process guidelines; Otherwise seeks guidance by providing information and ideas relevant towards resolution of problem. Understands concepts enabling improvements in critical thinking and problem solving.

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: | * 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)