# Senior CDS Oversight & Monitoring Officer

Position Description





[deeca.vic.gov.au](file:///C:/Users/fionadurante/Downloads/deeca.vic.gov.au)

## Position details

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| **Position title:** | Senior Project Officer, System and Oversight, Container Deposit Scheme |
| **Position number:** | 50962389 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 plus Superannuation |
| **Employment type:** | Fixed term until 5 May 2026 |
| **Group:** | Regions, Environment, Climate Action and First Peoples |
| **Division & Branch:** | Recycling Victoria / Regulation, Schemes and Standards |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager Systems and Oversight |
| **Direct reports:** | Yes  No |
| **Further information:** | Clinton Grosvenor - 03 8624 5734 or [clinton.grosvenor@deeca.vic.gov.au](mailto:clinton.grosvenor@deeca.vic.gov.au) |

Position purpose

The Senior Project Officer, System and Oversight is responsible for developing and implementing key regulatory operational policy and procedures to support Recycling Victoria to deliver oversight of regulated circular economy schemes, including the Container Deposit Scheme (CDS). They will work closely with the CDS team to oversee the operational aspects of the CDS, including monitoring and reporting on the performance of the Scheme and provide advice about scheme delivery risks and non-compliance, and appropriate interventions.

Context

Recycling Victoria is strengthening Victoria’s waste and recycling sector, building resilience, and creating markets for recycling products through monitoring, reporting and regulation of waste and recycling management.

It drives economic investment and job creation by creating greater certainty in the waste and resource recovery sector.

Under the Circular Economy (Waste Reduction and Recycling) Act 2021, Recycling Victoria’s role include:

* providing consistent state-wide strategic planning for waste and recycling services
* collecting and publishing data for greater transparency and informed decision making
* managing risks impacting the stability of the waste and recycling sector
* launch enquiries into market issues
* administering the container deposit scheme and the waste to energy scheme

Recycling Victoria works with portfolio partners, local government, industry, and its statutory advisory committees, to deliver a coordinated and evidence-led approach to managing risks in the sector and deliver a circular economy for Victoria.

***The Branch***

The Regulation, Schemes and Standards branch supports Recycling Victoria by working with stakeholders in the development of review strategies, policies and reports, and providing reliable and relevant information about how we make decisions under the Circular Economy (Waste Reduction and Recycling) Act 2021.

The branch is responsible for developing and implementing Recycling Victoria’s regulatory strategy and priorities and delivering regulation and oversight of the container deposit scheme, waste to energy schemes and standards for waste and recycling services.

Accountabilities

* Oversee the operational aspects of the Container Deposit Scheme, including monitoring and reporting on the performance of the Scheme.
* Manage the development and implementation of key policies, procedures, protocols and guidelines to support Scheme objectives, consistent with legislative provisions and organisational policies, processes and procedures.
* Provide support and advice to key stakeholders including to the CDS team, Managers, Directors and Executive Director on the management, implementation and performance of the Scheme by the contractors.
* Identify, analyse and monitor emerging issues, trends and risks with the potential to impact on scheme and project delivery.
* Identify potential regulatory tools and interventions to address issues where relevant.
* Support CDS team colleagues to prepare responsive action plans and provide advice and recommendations to management for minimising risk and resolving urgent issues.
* Conduct field-based activities including site visits.
* Support mobility and flexibility by undertaking work outside your usual role or team, if required from time to time, to support branch priorities, within areas of relevant skills and expertise.
* 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**

* An appropriate tertiary qualification or equivalent experience in high level policy and program development and implementation is desirable.
* Demonstrated experience in contract management.
* Experience working with government processes is desirable but not essential.

**Capabilities**

* **Project Delivery -** Translates strategies into programs or projects that enables achievement of outcomes require; Defines governance e.g. success measures, roles and responsibilities, progress monitoring) required to manage risks and maximise probability of success.
* **Policy Design and Development -** Interprets and 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 evidence 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.
* **Communicate with Impact -** Makes a positive impression on others and comes across with credibility; Communicates orally in a manner that is clear fluent and holds the listeners' attention; Able to deal with difficult and sensitive topics and questions.

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 |
| 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 2020* 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 6,000 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.delwp.vic.gov.au](http://www.delwp.vic.gov.au)

Our values

Our values are the foundation of our culture and guide how we work together, with our ministers, stakeholders, partners and the community. The departments values are **Teamwork**, **Service Excellence**, **Ownership** and **Wellbeing & Safety**.

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@delwp.vic.gov.au](mailto:self.determination@delwp.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@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au)