# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Project Officer |
| **Position number:** | 50925255 |
| **Classification:** | VPS 3 |
| **Salary range:** | $ 79,122 - $ 96,073 Plus Superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Policy and Planning; Knowledge, Planning and Risk |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Tim Von Carate, Senior Project Officer |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Tim Von Carate - timothy.voncarate@deeca.vic.gov.au |

Position purpose

The Project Officer is part of the Knowledge, Planning & Risk branch, within the Policy and Planning division. The division is an important part of the Bushfire and Forest Services Group, enabling the Department to efficiently, effectively and safely meet its forest, fire and emergency management responsibilities.   
  
As a Project Officer in the Forest and Fire Strategic Planning Frameworks unit, you will support the development and implementation of public land management planning processes that reduce bushfire risk and enhance biodiversity and other public land values.  
  
The Project Officer will work collaboratively across the Group, supporting the implementation of priority planning projects including undertaking project administration and reporting to support an end-to-end public land management planning process that meets community expectations.

Context

The 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, to reduce impacts on people, property, and the environment. Underpinned by our commitment to work in partnership with Traditional Owners, BFS collaborates across government and DEECA to deliver key policies and outcomes in support of communities and industries that use our forests and is responsible for recreation policy and service delivery in state forests. BFS plays a key role in working alongside emergency services under the Victorian Government’s ‘all communities, all emergencies’ operating framework, including to meet DEECA’s responsibilities before, during and after an emergency event. BFS undertakes regulatory functions for biodiversity, public land use and fire prevention, leads development and advice on forest, fire and emergency management policy, strategy, and legislation, and delivers safe and fit-for-purpose capability solutions including statewide assets, equipment, technology, and learning, ensuring consistency with the Victorian Government’s broader strategic objectives.

Accountabilities

* Deliver business plan reporting and administration for priority projects within Policy and Planning Division
* Provide support to the development and implementation of processes and quality assurance for public land management planning within Bushfire Forest Services group.
* Contribute to briefings, correspondence, presentations, speaking notes and reports for a range of audiences, including Ministers and DEECA executives, under the guidance of the line manager.
* Communicate, consult, and build strong and effective relationships with a range of individuals and groups, clients and peers, to progress work priorities.
* 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 qualification(s) in natural resource or environmental management, science, social science or similar are 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.
* **Critical Thinking and Problem Solving:** 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.
* **Systems Thinking:** Understands and can identify how own work is part of a system that connects to and interacts with other processes, people and structures; Understands systems thinking concepts and the role that systems thinking can play in solving complex problems and apply in own area of work.
* **Working collaboratively:** Cooperates and works well with others in pursuit of team goals; Share information and acknowledge others’ efforts; Step in to help others where required.

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 |
| 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)