# Senior Forest and Wildlife Officer Grampians Region

Bushfire and Forest Services Group





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## Position details

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| **Position title:** | Senior Forest and Wildlife Officer |
| **Position number:** | 50947439 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 – $111,142 plus superannuation |
| **Employment type:** | Fixed Term until 30 June 2026 |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Conservation Regulator, Regulatory Operations Branch |
| **Work location:** | Flexible within Grampians  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Program Manager Regulatory Operations |
| **Direct reports:** | Yes  No |
| **Further information:** | Ash Burns – email: ash.burns@delwp.vic.gov.au |

Position purpose

The purpose of this position is to undertake intelligence driven investigations and enforcement operations relating to wildlife, forest produce, land and fire management operations.

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 directly 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 timber harvesting, 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

*The Division*

The Conservation Regulator oversees the regulation of wildlife, timber harvesting, fire prevention and public land use in Victoria.

We play an important role in ensuring all Victorians can enjoy nature while maintaining a healthy, resilient, and biodiverse environment for future generations. Our mission is to be an effective, trusted, best practice regulator to deliver outcomes to the community at the state, regional and local levels. We follow a risk-based, intelligence-led approach and use targeted interventions to educate, provide guidance, and enforce compliance with the law.

There are three business units reporting to the Chief Conservation Regulator:

* Office of the Chief Conservation Regulator – delivering media & communications, engagement, and administrative support.
* Regulatory Strategy and Permissions Branch – delivering regulatory policy, strategy, operational procedures, capability development, permissions reform and state-wide wildlife permissions delivery.
* Regulatory Operations Branch – planning and delivering state-wide operational programs including monitoring of compliance, and enforcement of the law.

*The Branch*

The Regulatory Operations branch leads and coordinates state-wide regulatory service delivery. Its staff are responsible for conducting complex risk assessments, assessing and issuing permissions, harm prevention campaigns, audits, inspections, investigations and intelligence functions operating at the highest level of integrity and accountability for direct regulatory responsibilities.

The branch ensures strategic and effective risk-based and intelligence-led approaches to compliance for biodiversity, timber harvesting, fire prevention and use of public land through implementation of best practice frameworks, policies and supporting procedures and guidelines.

The branch builds community confidence in the regulatory practices of the department, including by implementing an open and transparent approach to information sharing and decision making, and by engaging with communities to inform how and where regulatory effort is targeted to address the risks of greatest harm to the environment.

Accountabilities

* Plan and lead enforcement operations and intelligence driven investigations and operations of a complex nature relating to wildlife, forest produce, land and fire management operations. This includes audits, assessments, the collection of field data, preparation of witness statements, and participating in joint investigations with other businesses within DEECA, and state and federal agencies as required.
* Prepare high quality reports, briefs, correspondence and briefings on a range of compliance matters.
* Provide assistance, in relation to collection and collation of intelligence and other data, and the application and improvement of administrative procedures and tools to support risk-based and intelligence lead decision making.
* Contribute to the design and delivery of education programs on compliance.
* Effectively communicate and build effective working relationships with key internal and external stakeholders.
* Ensure departmental and group business management requirements are met in accordance with legislative, policy and procedural requirements.
* Support the effective and efficient provision of input into the development of policy and strategy, planning and delivery of environmental compliance and wildlife management programs, support partnerships, lead teams, and provide advice and actions to support a high performing culture
* Actively contribute to a positive, open, delivery focussed culture that values, supports and that mentors people and is based on collaboration, accountability and trust.
* Ensure the highest ethical standards in the delivery of all of the department’s objectives, with a strong commitment to the DEECA values, including safety and wellbeing.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* Knowledge and understanding of conservation regulatory legislation, policy and the planning and delivery of compliance operations.
* A Certificate IV in government investigations (or an equivalent qualification) and/or experience in the application of environmental regulation is highly desirable.

**Capabilities**

**Problem Solving:**

* Anticipates potential problems and pre-empts required actions.
* Continually liaises with key stakeholders to ensure full understanding of the issues.
* Evaluates implemented courses of action and makes adjustments as required.

**Written Communication:**

* Identifies key messages and information required for decision making.
* Provides advice on influencing and the needs of target audiences.
* Provides advice on the content and style appropriate for audience.

**Verbal Communication:**

* Clearly and confidently communicates with people at all levels of the organisation.
* Understands and meets the needs of target audience.
* Uses audience feedback to refine communication and ensure communications are understood.
* Handles difficult and sensitive communications well.

**Interpersonal Skills:**

* Tunes into others' emotions and ways of thinking.
* Realises the complex causes (underlying concerns) of others long- term behaviour patterns and plans responses and reactions accordingly.
* Uses understanding of individuals to get the best outcomes for the person and organisation.
* See [VPS Capability Framework](https://delwpvicgovau.sharepoint.com/AskAda/SupportingDocuments/CapabilitiesForKeySelectionCriteria.docx)

Position specific requirements

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| Financial Delegation Value | $0 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: | * Driving * 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).  This position has child-related responsibilities and you will be required to hold a current Working with Children’s (WWC) Check card.  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 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.delwp.vic.gov.au](http://www.delwp.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 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)