# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Project Officer Regional Waterway Programs |
| **Position number:** | 50810889 |
| **Classification:** | VPSG4 |
| **Salary range:** | $97,955 - $111,142 + superannuation |
| **Employment type:** | Fixed Term until 30 June 2027 |
| **Group:** | Water and Catchments |
| **Division & Branch:** | Catchments and Communities; Waterway Policy and Programs |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available:  Yes  No |
| **Reports to:** | Senior Policy Officer Regional Waterway Programs |
| **Direct reports:** | Yes  No If yes, how many? N/A |
| **Further information:** | Waterway Policy and Programs |

Position purpose

This position will be responsible for delivering on a range of priority projects to support delivery of regional waterway programs which aim to ensure Victorian waterways are diverse and connected ecosystems that

provide environmental, social, cultural and economic benefits for everyone, even as our climate changes.

The role will be critical in the implementation of policies and actions in the *Victorian Waterway Management Strategy* that support positive environmental outcomes for rivers, wetlands, estuaries and floodplains. The position will work closely with partners such as catchment management authorities and Traditional Owners to support the development and implementation of regional waterway strategies and other key waterway related plans.

The position will continually improve the effectiveness of regional waterway management by supporting monitoring and evaluation of plans and projects, including Flagship Waterway projects, and by supporting programs to adapt to the challenges of climate change, population change and extreme events.

Context

*The Group*

The Water and Catchments Group (WCG), in partnership with water corporations, catchment management authorities, Traditional Owners and the community, is responsible for managing Victoria’s water and catchment resources.

*The Division*

The Catchments and Communities Division develops and delivers policies, strategies and programs that balance the needs of the environment with communities and water use and management. This involves working to apply a holistic approach to waterway and catchment management with a wide range of partners and community stakeholders including Traditional Owners, Catchment Management Authorities, Commonwealth government, other jurisdictions and local governments, community and environmental stakeholders. The division comprises of three branches:

* Waterway Policy & Programs
* Catchments & Rural Policy
* Intergovernmental Policy

*The Branch*

The Waterway Policy and Programs Branch will respond to current environmental challenges and be responsible for leading environmental input in WCG strategies and policies. The Branch will continually adapt waterway management and achieve positive environmental outcomes from investing in integrated actions such as delivering water for the environment, revegetation and managing invasive species.

Accountabilities

* Manage and deliver a range of projects and other priority work across the Regional Waterway Programs team to drive implementation of waterway policy, with direction from the leadership team.
* Provide professional and timely advice to internal and external audiences by preparing briefing notes, discussion papers and correspondence that convey specialist concepts and policies for waterway management.
* Maintain strong collaborative working relationships with internal and external partners and stakeholders in waterway management and engage them appropriately in the development, implementation and review of projects to ensure desired outcomes are achieved.
* Provide governance for key forums and working groups supporting regional waterway program delivery.
* Facilitate and manage the development and delivery of key waterway projects to inform policy and respond to emerging issues, with direction from the leadership team.
* Provide support to additional priority branch projects and ensure compliance with corporate responsibilities as required.
* 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**

* **Highly desirable:** A qualification in environmental science, natural resource management or equivalent.
* **Highly desirable:** Knowledge and experience of waterway and catchment management regional programs for improving environmental condition and experience engaging with related internal and external partners and stakeholders.
* **Desirable:** Expertise in monitoring, evaluation and improvement frameworks.

**Capabilities**

* **Innovation and continuous improvement**: seeks opportunities for continuous improvement and ways to innovate; Offers suggestions and ideas, encourages others to do the same; Leverage on existing continuous improvement systems and procedures to improve outcomes, quality and efficiency of work; Creates space for learning and innovation by seeking for input and feedback from others.
* **Project delivery**: Defines tasks to meet agreed outcomes; Coordinates and guides others in the execution of work activities; Monitors progress of tasks against plans and takes corrective action when required.
* **Stakeholder management**: Takes steps to add value for the client or stakeholder; Links people with other areas as appropriate; Monitors client and stakeholder satisfaction; Constructively deals with stakeholder issues.
* **Critical thinking and problem solving**: Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and acts through self or in consultation with others to resolve problems. If required, determines additional information needed to make informed decisions. Applies critical thinking and problem-solving concepts in the right context.

Position specific requirements

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| Financial Delegation Value | None |
| 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 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](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)