# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Technical Officer Drill Core Library |
| **Position number:** | 50949919 |
| **Classification:** | VPS Grade 2 |
| **Salary range:** | $60,295 - $77,430 plus Superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Resources Victoria |
| **Division & Branch:** | Geological Survey of Victoria |
| **Work location:** | Werribee Hybrid work arrangement available: Yes  No |
| **Reports to:** | Rochelle Jardine, Lead Technical Officer |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Rochelle Jardine, Lead Technical Officer: 0417 407 256 |

Position purpose

The Technical Officer is responsible for assisting with the operation of the Geological Survey of Victoria (GSV) Drill Core Library by ensuring a safe and secure work environment, operating forklifts and transfer equipment, operating drill core saws, and assisting with scientific data collection and data entry.

The Technical Officer also provides technical and logistical support for external clients and scientific colleagues as required for a range of GSV projects.

Context

Resources Victoria’s mission is to facilitate informed and responsible earth resources exploration, development, extraction and rehabilitation in Victoria. This includes oversight of mining activities for critical minerals, gold and other metals, petroleum, coal, sand, rock and gravel.

Our priorities are to:

* Increase investment in Victoria’s earth resources, including new critical minerals.
* Build confidence in the performance of the earth resources sector in Victoria and its regulation.
* Secure the supply of quarry materials essential for new infrastructure.

We will deliver this by:

* Applying our specialist scientific and technical expertise to understand Victoria’s geology and create new opportunities for responsible investment.
* Delivering resources policy and legislative reform that enables responsible earth resources activities, from exploration through to rehabilitation.
* Facilitating earth resources projects in a timely and transparent way that safeguards public safety, human health, infrastructure and the environment.
* Working across government to enable investment, while supporting industry with expert advice and clear approvals processes.

Accountabilities

* Adopt and apply the Department’s health, safety and security policies and procedures to ensure a safe and secure work environment.
* Assist with the daily operation of the GSV Drill Core Library, including the use of specialised plant and equipment, scheduling maintenance and ensuring facilities are safe, tidy and functional.
* Provide support to internal and external clients by responding to enquiries, facilitating access to drill core samples and information and delivering technical and logistical support for GSV projects.
* Undertake a range of administrative tasks such as stationary, consumable and equipment orders, maintaining records, assisting with reporting requirements and other tasks as required.
* 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**

* Current Forklift Licences (LF and LO) - if not held, expected to obtain licences within six months from appointment (mandatory).
* Demonstrated ability to work effectively in a team environment and show initiative in a physically demanding role.
* Ability to assist in the delivery of health, safety, and security functions, including supporting the implementation and review of safe operating instructions and procedures.
* Modern functional warehouse experience including the organisation of incoming and outgoing deliveries; liaising with colleagues and contractors; attention to detail, administration skills, and cataloguing/inventory skills.
* Demonstrated ability to provide technical support to multidisciplinary teams, ideally in a scientific environment, and to work autonomously with sound organisational, planning, and problem-solving skills.
* Sound written and verbal communication and interpersonal skills with demonstrated ability to promptly respond to and accommodate requests and communicate progress to manager.
* Demonstrated computer skills including proficiency in standard Microsoft Office applications as well as the ability and willingness to work with new technologies.
* First Aid (HLTAID011) and CPR (HLTAID009) certificate would be advantageous.

**Capabilities**

* **Resilience:** Is open to new ideas & approaches. Offers own opinions, asks questions makes suggestions; Does not give up easily; Maintains discipline in keeping to work planned or assigned**.**
* **Stakeholder Management:** Responds to clients’ needs; Keeps the client or stakeholder up to date with issues and developments; Promptly follows through on inquiries, requests and complaints; Takes responsibility for correcting problems promptly.
* **Customer Focus:** Understand customer requirements and how work addresses customer needs; Identify opportunities to improve services; Committed to delivering high quality outcomes for clients.
* **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 | N/A |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work * Field work * Manual handling * 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)