# Department of Energy, Environment and Climate Action

# Position Description





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## Position details

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| **Position title:** | Senior Policy Officer – Sustainable Transport |
| **Position number(s):** | 50945733 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Fixed Term until 25 November 2026 (covering parental leave) |
| **Group:** | Energy Group |
| **Division & Branch:** | Energy Transition & Strategy Division, Networks and DER Integration Branch |
| **Work location:** | 8 Nicholson Street, East Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager Sustainable Transport |
| **Direct reports:** | Yes  No If yes, how many? One |
| **Further information:** | Sam Johnson, Phone: 03 8508 2450 |

Position purpose

The Senior Policy Officer, Sustainable Transport supports a program of work that facilitates the transition to a zero-emissions vehicle future for Victoria. This work involves high quality analysis, research and close coordination with key government departments, agencies and external stakeholders. The Senior Policy Officer develops actions and strategies for government consideration to support the zero-emissions vehicle transition, with a particular focus on EV charging.

Context

*The Group*

Victoria, along with the rest of the world, is in the midst of a major energy transformation, with new energy technologies, new industries, and new ways of doing things. The Victorian Government recognises this and the need for a modern energy system to support our economy and way of life – an energy system that is sustainable, reliable and affordable.

The Energy Group plays a key role in supporting a significant transformation of the energy sector in Victoria. The Group’s primary responsibility is to support current and future energy projects, programs and reforms. The group consists of six divisions as follows:

* Consumer, Community and First Peoples’ Energy Transition
* Innovation, Commercial and Investment Attraction
* Electrification, Efficiency and Safety
* Energy Transition and Strategy
* Offshore Wind Energy Victoria

Together with the Office of the Deputy Secretary and the State Electricity Commission (SEC) Implementation Office, these divisions enable the strategic work required to take place and set the Department up to undertake major energy transformations.

*The Division*

**Energy Transition and Strategy Division** is an incubator for strategy development, enabling the Energy Group to be flexible and responsive to new initiatives as they arise. Along with major energy sector transition initiatives such as the Victorian renewable energy targets and energy storage targets, the division is delivering the Distributed Energy Resources Vision, the Zero Emissions Vehicle Roadmap and coal transition policy..

*The Branch*

The **Networks and DER Integration branch** is responsible for ensuring the regulatory frameworks for electricity and gas networks are fit for purpose and will accommodate the range of technology Victoria will need to reach net-zero emissions and deliver affordable energy for Victorian consumers. We lead legislative and regulatory reform, both in Victoria for state policies, and nationally, by collaborating with the Australian Energy Market Operator, Australian Energy Regulator, Australian Energy Market Commission and Energy Advisory Panel.

The branch aims to optimise the use of distribution networks through the effective integration of energy technologies such as rooftop solar, batteries, EVs and efficient electric appliances. This work reduces reliance on fossil fuels and helps Victorians access technologies that benefit them while maintaining energy reliability and affordability.

We are responsible for delivering the distributed energy resources vision, which smooths the transition of the distribution grid and unlocks the value of distributed energy and demand-side resources for all Victorians. This includes harnessing the opportunities voltage management, neighbourhood batteries, access to data, and technical standards to maximise the amount of solar and batteries in distribution networks and recommending reforms to network regulation including tariffs to unlock benefits to all Victorians.

The **Sustainable Transport team** is responsible for removing barriers to EV charging rollout, smoothing the transition to the grid and unlocking the value of EV storage for grid stability through vehicle-to-grid technology, building on the successful implementation of Victoria’s Zero Emissions Vehicles Roadmap launched in 2021.

We brief the Minister and senior executives participating in the Energy Climate Change Ministerial Council Meetings - ECMC, participate in and oversee DEECA’s engagement in national working groups, including the National EV Strategy, and engage closely with a broad range of EV industry stakeholders. We oversee Victoria’s engagement in governance of the national energy markets, including institutional appointments and decision-making protocols.

Accountabilities

* Prepare high-quality research, analysis and development of strategies to support the ZEV transition and develop responses to emerging issues in relation to sustainable transport.
* Develop and maintain effective relationships. Develop networks and build support among key stakeholders for sustainable transport policy and program objectives, including working across DEECA, Victorian and Commonwealth agencies, industry and businesses.
* Be fully aware of the latest developments/trends in sustainable transport policies, initiatives and technologies in other Australian and international jurisdictions.
* Prepare high-quality submissions, reports, briefs and correspondence on policy and technical issues relating to sustainable transport to the Minister, the Executive and the Energy Strategy leadership team.
* Represent the Victorian Government in relation to ZEVs and EV charging in various inter-jurisdictional forums.
* 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**

* A tertiary qualification in energy, public policy, economics, science, engineering, technology development or relevant is desired, with experience in government governance, public policy or sustainable transport being an advantage.
* Broad understanding of the energy and transport sector and the implications of the current transformation on Victoria.

**Capabilities**

* **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, sensitive topics and questions.
* **Policy Design and Development:** Formulates and communicates public policy options and recommendations; Develops a clear narrative for the policies and business cases including clear problem definition and objectives; Considers impact of policy to strategic plans, community needs, complementing programs and policies across the service.
* **Interpersonal Skills**: Detects the underlying concerns, interests or emotions that lie behind what is being said and done; Presents as genuine and sincere when dealing with others; Projects an objective view of another’s positions; Uses understanding of individuals to get the best outcomes for the person and organisation.
* **Critical Thinking and Problem Solving:** Takes into account wider business context within business unit when considering options to resolve issues; Identifies recurring problems and prevents future recurrence by integrating solutions into work process; Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.

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 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 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)