# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Program Officer Tourism |
| **Position number:** | 50934985 |
| **Classification:** | VPS 5 |
| **Salary range:** | $113,022 - $136,747 + superannuation |
| **Employment type:** | Fixed Term until 21 August 2026 |
| **Group:** | Bushfire and Forest Services Group |
| **Division & Branch:** | Forest and Fire Operations / Forest and Fire Programs |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Program Manager, Recreation and Tourism |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Samantha Ross, 0457 613 103 |

Position purpose

The Senior Program Officer Tourism is a member of the Recreation and Tourism Team within the Forest and Fire Programs Branch and is responsible for leading the coordination and delivery of priority projects and programs across the forest recreation portfolio.

The Senior Program Officer is responsible for developing and implementing project and program management frameworks, controls and reporting processes to ensure effective delivery. This includes leading the planning, coordination and delivery or recreation and tourism projects from inception to completion, managing project budgets, schedules, procurement, collaborating with stakeholders, monitoring and reporting on project progress and supporting the team’s broader priorities.

The Senior Program Officer will build collaborative partnerships with stakeholders across the department and portfolio agencies to ensure project and program delivery is aligned with strategic direction.

Context

*The Group*

Bushfire and Forest Services (BFS) is the public land manager for 3.1 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*

Forest and Fire Operations Division (FFOD) delivers state forest management operations, and fire management operations on public land, and support Regional Directorates to deliver priority programs and projects. The Executive Director, Forest and Fire Operations/Chief Fire Officer leads Forest and Fire Management Victoria’s (FFMVic) command and control arrangements for fire and emergency response and planned burning operations. FFOD works across the department, FFMVic partners and fire and emergency management agencies to support the operational implementation of Safer Together: a new approach to reducing the risk of bushfire in Victoria.

*The Branch*

The Forest and Fire Programs Branch leads the modernisation of DEECA’s approach to forest management, implementing key policies and programs across fire risk management, forest restoration and silviculture, storm and emergency response, recreation and land management. The branch has a lead role in delivering an integrated approach to forest and fire management, providing state-wide guidance and program coordination of on-ground investment and reform to existing operations.

Accountabilities

* Lead statewide coordination of project and program planning, monitoring, evaluation and reporting to ensure forest recreation projects and programs are delivered effectively and transparently.
* Work closely with corporate and regional teams to gather information and data that can be used to inform strategic advice and recommendations to the Program Manager and Senior Executives regarding recreation infrastructure projects on public land.
* Manage project budgets, procurement processes, and contracts to ensure value for money and compliance with organisational and funding requirements.
* Identify and manage project risks, issues, and opportunities, implementing mitigation and contingency measures where required.
* Manage the preparation of accurate, concise and timely reports, and related advice, which highlight project or program performance and outcomes.
* Communicate, consult, and build strong and effective relationships with a range of stakeholders including individuals, groups, contractors and peers to progress project and program priorities.
* 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**

* Proven senior level skills and experience in project and program management, business planning, performance analysis, evaluation, monitoring, and reporting to support delivery of recreation or land management programs.
* Significant knowledge or experience in project or program delivery relevant to recreation, land management or tourism is desirable.
* Demonstrated strong understanding and successful application of stakeholder and community engagement.

**Capabilities**

* **Project Delivery:** Translates strategies into programs or projects that enables achievement of outcomes; defines and implements governance and reporting e.g. success measures, roles and responsibilities, progress monitoring required to manage risks and maximise probability of success
* **Critical Thinking and Problem Solving:** Takes wider organisational context into account when considering options to resolve issues; Identifies recurring problems and prevents future recurrence by integrating solutions into work process; Delivers tangible business outcomes by critically evaluating problems from multiple perspectives and delivering effective solutions.
* **Stakeholder Management:** Identifies issues in common for one or more colleagues or stakeholders and uses them to build mutually beneficial partnerships; Identifies and responds to stakeholder’s underlying needs; Uses understanding of the stakeholder’s organisational context to ensure outcomes are achieved.
* **Working Collaboratively:** Guides others to create a culture of collaboration; Identifies, and works to overcome, barriers to knowledge or information sharing; Identifies opportunities to work with other teams to deliver outcomes.

Position specific requirements

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| Financial Delegation Value | 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 * 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)