# Department of Energy, Environment and Climate Action

Position Description




## Position details

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| **Position title:** | Senior Manager, Portfolio Compliance and Operations |
| **Position number:** | 50927727 |
| **Classification:** | VPS 6 |
| **Salary range:** | $138,631 - $ 185,518 Plus Superannuation |
| **Employment type:** | Ongoing  |
| **Group:** | Water and Catchments Group |
| **Division & Branch:** |  Partnerships and Sector Performance & Sector Governance & Support |
| **Work location:** | 8 Nicholson Street, MelbourneHybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | Grant Breheny, Director Portfolio Governance and Compliance  |
| **Direct reports:** | [x]  Yes [ ]  No If yes, how many? 3 |
| **Further information:** | Grant Breheny 0475632285 |

Position purpose

The Senior Manager, Portfolio Compliance and Operations is responsible for supporting Victoria’s Water Portfolio entities to plan and deliver their functions and services. This includes Victoria’s 18 Water Corporations, 9 Catchment Management Authorities, the Victorian Environmental Water Holder, and the Birrarung Council.

The Senior Manager is responsible for ensuring that the delivery of strategic and operational outcomes by Water Portfolio entities is aligned with government priorities. This includes Traditional Owner partnerships, climate change action, the sourcing of operational and maintenance services and improved diversity, ensuring safe and effective water and sewerage services as well as overseeing emerging sector issues and risks.

The Senior Manager leads and manages a high-performing team and will be an exemplar of integrity and commitment to quality outcomes. As a manager, you will build trust and resilience through consistent actions, values, and communication. The position involves forming and maintaining strong partnerships within DEECA and with key stakeholders.

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 Water Sector Strategy and Partnerships Division partners with Traditional Owners and the Water Sector for efficient and effective delivery of water services and outcomes for Victorians. This includes developing sector strategy and policy reform so that the Water Sector can continue to be a strong sector that is able to respond to future opportunities and challenges. The Water Sector Strategy and Partnerships Division works with Traditional Owners, grounded in the principles of Self-Determination to foster a more inclusive approach to water management. The Division applies modern corporate governance and oversight to the sector.

**The Branch**

The Portfolio Governance and Compliance Branch within the Water Sector Strategy and Partnerships Division is the relationship manager for the 29 portfolio entities for catchment and water management in Victoria. The Branch is responsible for overseeing and improving sector-wide governance, planning, reporting, compliance and service delivery.

Accountabilities

* To lead a team to deliver proactive and responsive oversight and support to Water Portfolio entities, with a focus on enhancing sector and government reputation, relationships, and trust.
* To apply contemporary governance and administration approaches to improve Water Portfolio entity performance and manage strategic risks.
* To lead the effective and efficient delivery of key projects and services, including guidance on matters of administration and public entity compliance, capital investment, and land use matters.
* To oversee and coordinate reporting and communication of emerging sector issues and risks.
* To lead, manage and continue to develop a high-performing team with a focus on agility, resilience and psychological wellbeing; assisting team members to build capability and achieve career goals; and contribute to a safe and respectful workplace.
* To establish and maintain strong working relationships with stakeholders - including within DEECA and across Government, and within Water Portfolio entities – which role model VPS values, to enable successful delivery of projects and services and appropriate management of risks and issues.
* To support the Director and other executives in contributing to delivering branch and divisional priorities, particularly with respect to workplace culture.
* 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**

* Tertiary qualifications in finance, business, law, public administration or a related field would be desirable.
* Demonstrated experience of strategic leadership in public entity administration would be desirable.
* Proven ability to work across government and organisations to influence policies and programs would be desirable.
* Demonstrated experience in leading a multi-disciplinary team to plan and deliver a program of work would be desirable.
* High level of expertise of either the Victorian water sector or of Victorian portfolio entity operations and performance desirable.

**Capabilities**

* **Managing People**
• Role models ethical leadership through decision making and interactions with people.
• Creates a culture that enables others to perform at their best and achieve organisational outcomes.
• Champions people engagement as an organisational priority.
• Provides thought leadership on people management across the service.
* **Political and Organisational Context**
• Uses strategic relationships and knowledge to predict and prepare for the impact of events on the organisation.
• Understands the impact of external events and changing stakeholder needs on the organisation and government.
• Drives a values-based organisation by holding self and organisation accountable to public sector values.
* **Stakeholder Management**
• Identifies and manages a range of complex and often competing needs.
• Facilitates innovative solutions to resolve stakeholder issues.

Position specific requirements

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| Financial Delegation Value | $50,000 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
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| 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 applyNon-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.

**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