# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Project Officer, Drought & Dry Conditions |
| **Position number:** | 50966844 |
| **Classification:** | VPS 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Fixed Term until 30 June 2026 |
| **Group:** | Water & Catchments Group |
| **Division & Branch:** | Catchments & Communities, Sustainable Water Strategy & Drought |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Senior Drought and Dry Conditions Coordinator |
| **Direct reports:** | Yes  No |
| **Further information:** | Steven Wickson on 0436 951 406 / steve.wickson@deeca.vic.gov.au |

Position purpose

This is a key position in the dynamic and challenging area of drought and dry conditions across Victoria, where this role will coordinate and oversee the development, project management and delivery of significant water infrastructure projects across Victoria led by Victorian water corporations.

The Senior Project Officer will play a key role in project governance processes and will work closely and establish effective working relationships with Victoria’s rural and urban water corporations, other sections of the Water and Catchments Group, other Divisions of DEECA, and other Government departments.

There will be an opportunity in this role to help set the future strategic priorities of the Rural Water Projects team and to engage with other elements of the team’s diverse work program as well as broader water sector intersections.

The role is suited to a highly motivated individual who is outcomes driven and able to form and maintain collaborative relationships with a variety of stakeholders.

Context

*The Group*

Water and Catchments Group (WCG) works across DEECA, with agencies, Ministers, stakeholders and the community to balance the economic, environmental and social values of water. This work helps deliver secure water supplies, greener and more liveable cities and towns, and healthy waterways and aquifers.

*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 four branches:

* Waterway Policy & Programs
* Catchments & Rural Policy
* Intergovernmental Policy
* Sustainable Water Strategy & Drought

*The Branch*

The Sustainable Water Strategy and Drought branch oversees the development and delivery of priority Victorian water infrastructure projects relating to water security and long-term public benefit outcomes in the context of climate change and dry conditions. The branch consists of two teams:

* Western Sustainable Water Strategy
* Drought & Dry Conditions

Accountabilities

* Lead the interface between government departments and water corporations on emerging water infrastructure projects and feasibility studies.
* Assist in negotiations with water corporations to finalise funding deeds and agreements to enable funding to flow to projects in accordance with appropriate milestone achievements.
* Ensure that business cases, monitoring reports and milestones reporting by the relevant water corporations are completed to an acceptable high standard and meet the requirements of all agencies in accordance with funding agreements. Assist in the assessment of project proposals and business cases to determine if, and what level, of government funding should be provided.
* Establish Project Control Groups or appropriate committees to oversee implementation of projects as required. This includes arrangement of meetings, preparation of agendas, meeting papers and minutes of all meetings.
* Effectively manage communications and build strong and effective relationships with a range of key stakeholders both internally and externally. Assist in the resolution of any complex issues that arise with the projects as required.
* Prepare quality and timely responses to Ministerial correspondence and briefings in relation to the water savings projects; and provide timely and appropriate information on the water savings projects to the Minister for Water, executive management and project partners.
* Practice cultural safety by creating environments, relationships and systems free from discrimination so that people can feel safe, valued and able to participate. Encourage the participation of a diverse industry independent of race, gender, sexuality or ability.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* An appropriate qualification in engineering, science, natural resource management or an approved equivalent is highly desired.
* A current Victorian Driver’s Licence is required.

**Capabilities**

**Project Delivery**

* Manage and lead complex projects.
* Translate strategies into programs or projects that enable achievement of required outcomes.
* Understands the broader context to inform project direction and mitigate risk.
* Define work activities required to deliver against outcomes in line with agreed timeframes, resources and ways of working.

**Outcomes Thinking**

* Think and work in different ways to create better public value for Victorians.
* Establish ways to clearly and effectively measure the impact of government expenditure/activities.
* Considers the wider context, breaks complex topics or situations into smaller parts to gain better insights and inform actions required*.*
* Establish mechanisms to monitor impact and remove barriers that prevents achievement of outcomes for the community.

**Working Collaboratively**

* Considers a broad range of topics (beyond immediate area of work), works across government and at senior levels to develop and deliver sustainable solutions.
* Looks for and facilitates opportunities to collaborate with external stakeholders.
* Builds trust and rapport with others.
* Negotiates with stakeholder, industry bodies and other government agencies with the objective of gaining cooperation, influencing views and meeting timelines for project delivery.
* Identifies and manages a range of complex and often competing needs.

**Flexibility and Adaptability**

* Adapts systems & processes quickly to changed priorities & situations.
* Comfortable working in collaboration with teams outside of own organisation.
* Works to find new ways to deliver outcomes.
* Recognises the merits of different options & acts accordingly.
* Builds commitment of others to adopt new strategies to deliver against outcomes.

Position specific requirements

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| Financial Delegation Value | 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 * Driving |
| 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).  This position has a requirement to work out of hours and this may involve evening or weekend work including occasional overnight travel. |
| 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)