Position details



**Department of Energy, Environment and Climate Action**

Position Description

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| **Position title:** | RPAS Maintenance Controller |
| **Position number:** | 50962947 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 pa + superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire Forest Services |
| **Division & Branch:** | Infrastructure and Resources, Forest and Fire Assets |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes No |
| **Reports to:** | Chief Remote Pilot |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Scott Arnold, Chief Remote Pilot – scott.arnold@deeca.vic.gov.au |

# Position purpose

The primary purpose of the RPAS Maintenance Controller role at DEECA is to fulfil the department’s obligations to maintain a safe and serviceable fleet of remotely piloted aircraft systems (RPAS). The RPAS Maintenance Controller, reporting to the Chief Remote Pilot (CRP), applies expert technical knowledge of RPAS to support DEECA’s RPAS operations across land management and emergency management activities.

The RPAS Maintenance Controller is the primary administrator of DEECA’s drone management software system and is expected to be able to act as CRP when required. The role will also support broader Branch and Divisional requirements relating to training, assets, doctrine and other tasks as required.

# Context

*The Group*

Bushfire and Forest Services (BFS) is the public land manager for 3.2 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.



## OFFICIAL

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 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 state-wide assets, equipment, technology and learning, ensuring consistency with the Victorian Government’s broader strategic objectives.

*The Division*

The Infrastructure and Resources Division provides state-wide design and delivery of operational enablers for forest and fire management, and broader regional program and service delivery by BFS.

The division works across the department, Forest Fire Management Victoria 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 Assets branch leads and supports best practice and innovation in the procurement, supply and management of forest and fire infrastructure, aviation services, fleet and plant. The branch has responsibility for strategic life-cycle management of assets in the categories of fleet, heavy plant and machinery, aviation and roading infrastructure and delivers work programs that enable BFS to deliver forest, fire and emergency management operations and broader departmental priorities safely, effectively and efficiently.

# Accountabilities

* Ensure departmental and contracted remotely piloted aircraft operations are undertaken in a manner that is compliant with legislation, industry and government standards.
* Ensure all maintenance carried out on Remotely Piloted Aircraft systems is carried out in accordance with approved documented procedures and ensure personnel carrying out maintenance are competent to do so.
* Maintain records of the serviceability or otherwise of DEECA’s RPA systems.
* Ensure that each item of equipment essential to the operation of DEECA’s RPA is serviceable.
* Maintain a thorough technical knowledge of RPA systems.
* Monitor and investigate trends in defects in DEECA’s RPA systems.
* Administer DEECA’s drone management software system.
* Act as Chief Remote Pilot as required.
* Assist in the development and maintenance of Remotely Piloted Aircraft (RPA) doctrine including but not limited to policies, procedures, manuals, guides, and communications.
* Support Manager Aviation Services and other members of the Aviation Services team to lead the delivery of programs resulting in a high-performing capable workforce and drive a culture aligned to deliver
* DEECA’s vision.
* Lead by example by creating a culture of ‘safety first’.
* 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

* Understanding of Civil Aviation Safety Legislation and Regulation applying to RPAS operations in Australia.
* Experience in maintaining RPAS in a ‘safety-first’ culture.
* Experience in the administration of drone management software systems, preferably AVCRM.
* Qualification in aviation (Chief Remote Pilot) or approved equivalent advantageous.
* Remote Pilot Licence (RePL) advantageous.

### Capabilities

* **Stakeholder Management** - Takes steps to add value for the client or stakeholder. Links people with other areas as appropriate. Monitors client and stakeholder satisfaction. Constructively deals with stakeholder issues.
* **Critical Thinking and Problem Solving** - Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions. Applies critical thinking and problem-solving concepts in the right context.
* **Attention to Detail** - Double-checks work for accuracy and completeness; Identifies errors and rectifies them promptly; Takes pride in delivering quality work, particularly in data entry and record keeping.
* **Future Focus** - Develops objectives that link to broader team and organisational objectives. Takes into account future aims and goals of the team and organisation in prioritising own and others' work. Integrates relevant technologies into own ways of working and supports others in this. Proactively stays up to date with best practice and leading developments relating to expertise and area of work.

# Position specific requirements

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| --- | --- |
| Financial Delegation Value | $0 |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work * Field work * Manual handling * 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). |
| 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)