# Department of Energy, Environment and Climate Action

Position Description





## Position Details

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| **Position title:** | Senior Petroleum Project Officer |
| **Position number:** | 50966910 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 plus Superannuation |
| **Employment type:** | Fixed Term until 30 June 2026 (0.8FTE) |
| **Group:** | Resources Victoria |
| **Division & Branch:** | Earth Resources Regulator / Statutory Authorisations |
| **Work location:** | 8 Nicholson Street, Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Sandra O’Farrell, Manager Petroleum Authorisations |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Sandra O’Farrell, Manager Petroleum Authorisations: 0476 859 935 |

Position purpose

The Senior Petroleum Projects Officer (SPPO) is responsible for assessing onshore and offshore exploration permit tender applications, including providing technical, regulatory and operational advice and recommending outcomes for exploration permit tender applications. Working closely with Resources Victoria colleagues and the broader Department’s Groups, the SPPO is responsible for developing associated guidance material and contributing to improvements.

Context

Resources Victoria’s mission is to facilitate informed and responsible earth resources exploration, development, extraction and rehabilitation in Victoria. This includes oversight of mining activities for critical minerals, gold and other metals, petroleum, coal, sand, rock and gravel.

Our priorities are to:

* Increase investment in Victoria’s earth resources, including new critical minerals.
* Build confidence in the performance of the earth resources sector in Victoria and its regulation.
* Secure the supply of quarry materials essential for new infrastructure.

We will deliver this by:

* Applying our specialist scientific and technical expertise to understand Victoria’s geology and create new opportunities for responsible investment.
* Delivering resources policy and legislative reform that enables responsible earth resources activities, from exploration through to rehabilitation.
* Facilitating earth resources projects in a timely and transparent way that safeguards public safety, human health, infrastructure and the environment.
* Working across government to enable investment, while supporting industry with expert advice and clear approvals processes.

Accountabilities

* Assess exploration permit tender applications to undertake onshore and offshore petroleum and other energy exploration activities in line with relevant legislation.
* Work collaboratively and proactively with colleagues, internal stakeholders and community engagement teams, co-regulators and other external stakeholders to inform the assessment of exploration permit tender applications.
* Prioritise competing deadlines, prepare assessment documentation and make recommendations to the decision-maker on the applications, and maintain associated records in accordance with public sector requirements.
* Develop necessary guidance material regarding exploration permit application requirements and supporting documentation as required.
* Provide high level advice about petroleum regulation issues for the Minister and the delegates, including recommendations and advice on complex and novel tenement administration issues.
* 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**

* Demonstrated experience interpreting and applying legislation and operational policy in an administrative environment.
* Exceptional communication skills, both written and verbal, through the development of succinct and clear briefings and relevant documentation and well-developed attention to detail.
* Industry, government or consulting experience in the petroleum sector with practical experience working with the legislative framework and administrative law would be advantageous.
* A tertiary qualification in law, earth sciences, natural resources, or other relevant discipline is desired.

**Capabilities**

* **Strategic Planning:** Coaches others and engages key stakeholders in strategic planning process. Thinks at the whole of system level and undertakes internal and external scanning, considering wide-ranging possibilities in developing a vision for the future. Translates strategic direction into team and individual plans and daily activities for self and others.
* **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.
* **Project delivery:** Translates strategies into programs or projects that enables achievement of outcomes required. Defines governance (e.g. success measures, roles and responsibilities, progress monitoring) required to manage risks and maximise probability of success.
* **Communicate with Impact:** Makes a positive impression on others & 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 & questions.

Position specific requirements

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| Financial Delegation Value | N/A |
| 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 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)