# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Policy Officer |
| **Position number:** | 50965275 |
| **Classification:** | VPSG 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Policy and Planning; Engagement and Transition |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager Traditional Owner Partnerships |
| **Direct reports:** | Yes  No If yes, how many? One (1) |
| **Further information:** | Chloe Ward, Director Engagement and Transition, [Chloe.ward@deeca.vic.gov.au](mailto:Chloe.ward@deeca.vic.gov.au) |

Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.

Position purpose

The Senior Policy Officer, Traditional Owner Partnerships will contribute to the development of policies and programs that promote the coordination and advancement of Self-Determination outcomes for Victorian First Nations and Traditional Owners within the Bushfire and Forest Services Group in the Department of Energy, Environment and Climate Action (DEECA). Through strong collaboration, the role will embed Self-Determination outcomes in policies, programs and initiatives across the Group, and support the delivery of and Victorian Government commitments to Self-Determination.

This is an exciting opportunity for someone with experience and skills in the delivery of dynamic programs and

projects and with a strong interest in working with Traditional Owners. The role requires strong relationship building capabilities to maintain effective working relationships with internal and external delivery partners. The role will lead the delivery of complex projects drawing on skills in collaboration, change management and systems thinking in a dynamic and complex environment.

Context

**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.

BFS plays a key role in working alongside emergency services under the Victorian Government’s ‘all communities, all emergencies’ operating framework, including meeting DEECA’s responsibilities before, during and after an emergency event.

BFS undertakes regulatory functions for 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.

**Division**

The Policy and Planning Division provides advice and develops policy, strategy, strategic planning frameworks and legislation for forest, fire and emergency management.​

We lead and support design and delivery of knowledge and engagement support services across the Bushfire and Forest Services Group and DEECA.​

We collaborate across government and DEECA to deliver key policies, plans and regulations that support the sustainable public use and management of Victoria's forests. ​

We are committed to progressing and advancing self-determination and supporting the delivery of DEECA's associated obligations.

We lead the strategic approach to bushfire risk management that evolves in response to climate change, utilising sophisticated science and evidence to inform, design and support forest management, and Forest Fire Management Victoria and the broader bushfire management sector's work to reduce the risk, severity and impacts of fire.​​

We deliver one-DEECA emergency management policy advice and deliver priority projects to uplift capability, capacity and support continuous improvement.

We also have governance and coordination functions across DEECA, supporting DEECA’s participation in key inter-governmental committees, as well as internal committees and governance systems. ​​

**Branch**

The Transition and Partnerships Branch is responsible for leading implementation of key Victorian Government reforms to forest policy, planning and management. The branch works closely with BFSG regional teams, communities and Traditional Owners to ensure their perspectives and priorities inform policy and its implementation. The branch:

* Delivers programs for long-term economic transition for communities affected by the end of native timber harvesting
* Coordinates implementation of reforms to forest management that support Aboriginal self-determination and community collaboration
* Coordinates self-determination activities across BFSG, including policies and programs to enable Cultural Fire

**Unit**

The Traditional Owner Partnerships team leads strategic planning, policy and program coordination across BFSG for self-determination outcomes. The team provides BFS wide coordination of obligations under the DEECA Pupangarli Marnmarnepu Aboriginal Self-Determination Reform Strategy 2020-2025 and other obligations and commitments. It supports and coordinates BFSG activities relating to the Yoorrook Justice Commission and the Treaty process, as well as internal BFSG self-determination governance mechanisms and forums.

The team develops strategies, frameworks and governance models for implementation of key projects and partnerships, along with providing ongoing monitoring of program and partnership delivery that enable Traditional Owners to participate in management of public land in self-determined ways. The team ensures that these objectives and aims can be embedded and integrated within BFSG’s legislative, regulatory, policy and reform programs from design to delivery.

Accountabilities

* Effectively communicate, negotiate and build strong and effective relationships with Traditional Owner Corporations, government agencies, statutory entities and individuals and peers as required.
* Support the preparation and delivery of ministerial correspondence, cabinet submissions, reports and advice that are quality assured for management, executive and ministers.
* Provide high-quality and authoritative strategic policy advice to deliver key projects and outcomes, including the preparation of government submissions, business cases and reports, responses to issues papers and implementation plans.
* Develop high quality briefings, meeting papers, presentations and correspondence, consistent with key policy objectives for a range of audiences including Ministers, DEECA Executives and central agencies.
* Identify emerging complex or highly sensitive issues, risks and trends impacting on the successful achievement of objectives and priorities and develop innovative solutions and options.
* 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**

* Experience and knowledge in the development and delivery of policy, programs and projects; use of these skills in the context of land management and Traditional Owner policy development and/or implementation is advantageous.
* A demonstrated knowledge and understanding of Aboriginal culture and society and ability to communicate effectively with Aboriginal people.

**Capabilities**

* **Outcomes Thinking**: Establishes mechanisms to monitor impact of work on the community; Ensures team/organisation’s operating and delivery model is designed in ways that creates a positive impact on community.
* **Policy Design and Development**: Formulates & communicates public policy options & recommendations; Develops a clear narrative for the policies and business cases including clear problem definition and objectives; Considers impact of policy to strategic plans, community needs, complementing programs and policies across the service.
* **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.
* **Influence and Persuasion:** Consistently adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections; Applies own ideas by linking them to others’ values, needs and goals.

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 |
| 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 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)

About Traditional Owners and Custodians

For over a thousand generations, Traditional Owners and Custodians have cared for and managed the Countries across what we now refer to as Victoria. Traditional Owners and Custodians have spiritual, physical, and cultural connections to Country that remain unbroken and strong.

We need to learn from their experience and begin bringing traditional and western practices together.

DEECA acknowledges the Traditional Owners and Custodians of the beautiful land, seas and waterways that make up the State of Victoria and pays respect to Elders past present and future.

DEECA Aboriginal Employment Support

DEECA is committed to support the self- determination of Traditional Owners and Aboriginal Victorians. This is supported by Pupangarli Marnmarnepu ‘Owning Our Future” Aboriginal Self-Determination Reform Strategy 2020-2025 [Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf (delwp.vic.gov.au)](https://www.delwp.vic.gov.au/__data/assets/pdf_file/0038/483887/Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf)

Aboriginal employees are supported, connected, and developed with the assistance of DEECA’s Aboriginal Employment and Development Team. Employees can join the Aboriginal Staff Network (ASN). The ASN hold forums, workshops and development sessions to assist staff on their journey at DEECA.

For any questions/queries please email [aboriginal.employment@deeca.vic.gov.au](mailto:aboriginal.employment@deeca.vic.gov.au). We can assist you with your application and help to prepare you for this process.

**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).

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’.

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**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)