# Department of Energy, Environment and Climate Action

Position Description




## Position details

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| **Position title:** |  Senior Program Officer, Policy Integration and Strategic Issues  |
| **Position number:** | 50946777 |
| **Classification:** | VPS 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Fixed Term – 30 June 2028 |
| **Group:** | Bushfire and Forest Services  |
| **Division & Branch:** | Forest and Fire Operations, Planning & Authorisations |
| **Work location:** | Flexible within Victoria Hybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | Program Manager, Policy Integration and Strategic Issues |
| **Direct reports:** | [ ]  Yes [x]  No If yes, how many? |
| **Further information:** | Shannon Devenish, Director, Planning & Authorisations 0459 828 318 |

Position purpose

The Senior Program Officer, Policy Integration and Strategic Issues is responsible for leading the coordination and consolidation of advice on behalf of Forest and Fire Operations Division into the development of legislation, policies and strategies that have implications for operational delivery of forest and fire management.

The Senior Porgram Officer, Policy Integration and Strategic Issues will work across FFOD regions and state branches to proactively identify policy and strategy gaps that create risk to program delivery and advocate for their prioritisation on FFOD’s behalf. They will also take lead on projects to resolve emergent strategic issues impacting operational delivery such as active litigation, disputes and implications from policy changes.

To be effective the Senior Program Officer, Policy Integration and Strategic Issues will need to be adaptable and able to work on dynamic and complex projects, draw on existing knowledge and relationships with a range of areas from policy to planning and operational devliery, and be proactive in finding innovative ways to solve complex problems.

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 on public land, to reduce impacts on people, property and the environment.

BFS employs over 1,900 people in every corner of Victoria, with an additional seasonal workforce that contributes to Victoria’s bushfire response capability. We create local jobs, employing people from the communities we serve.

BFS provides high quality advice to government on forest, and fire and emergency management. As one of DEECA’s primary connections to local communities across the state, the group also provides valuable intelligence on how policy and programs can be designed and delivered to better meet the needs of Victorians.

**Division**

The Forest and Fire Operations Division delivers integrated forest and fire management activities across state forests. We deliver forest health programs, promote and manage recreation and tourism sites, and maintain the majority of the public land road network.

Under the Forest Fire Management Victoria (FFMVic) banner, we work with Parks Victoria and Melbourne Water to undertake bushfire management activities across all public land in Victoria. We undertake fuel management and other prevention activities as well as deliver bushfire response. We undertake our bushfire management activities as a part of our broader land management responsibilities.

We are the lead emergency management agency for bushfire and a support agency for a range of Class 2 emergencies.

**Branch**

The Planning and Authorisations (P&A) Branch supports the Chief Fire Officer ensure that forest and fire management planning meets legislative requirements and is delivered in a consistent way across all regions through four key functional areas:

* Statewide Strategic Planning who supports the design of strategic planning frameworks by Policy and Planning Division and coordinates the development of consistent, regionally based strategic plans by Regional FFOD.
* Planning and Approvals who lead the development and maintenance of the planning and approvals framework for forest and fire management works, provide regional oversight for GIS spatial systems and tools, and support districts to undertake comprehensive and robust tactical and operational planning
* Values Management who ensures that planning at all levels considers how values are managed, including compliance under the EPBC Act and supports individual action referrals for high priority works
* Policy Integration and Strategic Issues who coordinate operational input into legislation, policy and strategy development and take the lead on the resolution of complex operational issues.

Accountabilities

* Work across Forest and Fire Operations Division to coordinate and consolidate feedabck and advice into the development of legislation, policies and strategies to ensure they do not conflict with FFOD’s legislative obligations to deliver integrated forest and fire management.
* Lead projects and programs of work to resolve priority strategic issues as directed by the Senior Program Manager, Policy Integration and Strategic Issues, FFOD Executive Leadership team and BFS Executive Leadership team that impact the delivery of integrated forest and fire management such as active litigation, disputes and implications from policy changes.
* Work with FFOD staff at state, regional and district levels to ensure gaps, barriers and conflicts in existing legislation, policy, strategy and planning processes impacting operational delivery are identified, prioritised and addressed.
* Support the operationalisation of new policy and strategy by identifying where appropriate, leads within FFOD state and regional teams to embed requirements into planning systems, doctrine, processes and practice and taking lead on implementation when required.
* Work collaboratively across FFOD, BFS, other divisions and key partners and stakeholders to deliver on outcomes that align with organisational goals, and partner, stakeholder and community expectations.
* Ensure the highest ethical standards and commitment to the DEECA values, including safety and wellbeing across all aspects of the role and maintaining confidentiality.
* Contribute to the delivery of group and departmental priorities, and to building an inclusive and high performing workforce that is customer focused, collaborative, professional and engaged.
* 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 qualification(s) and or relevant experience in land, fire or natural resource management.

• Demonstrated experience in implementing policy to inform operational delivery of land and/or fire management.

**Capabilities**

* **Flexibility and Adaptability:** Accept changed priorities without undue discomfort. Responds quickly to changes and adapts systems & processes quickly to changed priorities & situations. Comfortable working in collaboration with teams outside of own organisation.
* **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.
* **Critical Thinking and Problem Solving:** Considers a broad range of topics (beyond immediate area of work), works across government and at senior levels to develop and deliver sustainable solutions.
* **Working Collaboratively:** Guides others to create a culture of collaboration; Identifies, and works to overcome, barriers to knowledge or information sharing; Identifies opportunities to work with other teams to deliver outcomes.

Position specific requirements

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| Financial Delegation Value | $0 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
* Emergency response 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