# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Policy Officer – Energy Infrastructure Regulation (critical infrastructure) |
| **Position number:** | |  | | --- | | 50934254 | |
| **Classification:** | VPS 4 |
| **Salary range:** | $97,955 - $111,142 |
| **Employment type:** | Fixed Term – 2 years |
| **Group:** | Energy |
| **Division & Branch:** | Electrification, Efficiency and Safety/Energy, Safety and Security |
| **Work location:** | 8 Nicholson St, East Melbourne and remote (statewide exercise attendance)  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Principal Policy Officer – Energy Infrastructure Regulation |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | David Lovell, 0499 696 631 |

Position purpose

The Policy Officer draws on multiple sources to provide proactive and responsive, authoritative advice to ministers and senior officials on matters of energy infrastructure resilience including strategic preparation for energy emergencies, and industry assurance to government that their controls are fit for purpose.

This position engages with energy infrastructure owners and operators and relevant Victorian and Commonwealth regulators using prescribed and other relevant industry standards under the *Emergency Management Act 2013.*  This is done with a view to improving resilience and emergency preparedness through a rolling annual work program*.*

The Policy Officer, where needed will also support the regulatory function of the Energy Infrastructure Regulation team which also administers Victoria’s *Pipelines Act 2005.*

This position requires statewide and at times, overnight travel.

Context

***The Group***

Victoria, along with the rest of the world, is in the midst of a major energy transformation, with new energy technologies, new industries, and new ways of doing things. The Victorian Government recognises this and the need for a modern energy system to support our economy and way of life – an energy system that is sustainable, reliable and affordable.

The Energy Group plays a key role in supporting a significant transformation of the energy sector in Victoria. The Group’s primary responsibility is to support current and future energy projects, programs and reforms. The group consists of 6 divisions as follows:

* Consumer, Community and First Peoples’ Energy Transition
* Electrification, Efficiency and Safety
* Energy Transition and Strategy
* Innovation, Commercial and Investment Attraction
* Offshore Wind Energy Victoria
* Office of the Deputy Secretary Division

Together with the State Electricity Commission (SEC) Implementation Office, these divisions enable the strategic work required to take place and set the Department up to undertake major energy transformations.

***The Division***

The Electrification, Efficiency and Safety Division leads government policy development on energy demand

management, energy efficiency and energy safety. The Division provides ongoing energy security advice and

energy emergency management services, to ensure the delivery of safe, reliable, affordable energy to Victorians

and support the transition of Victoria’s energy system to low emissions through the Gas Substitution Roadmap

work program and reducing energy demand through improved energy efficiency.

***Branch***

The Energy Safety and Security Branch develops policy and programs and administers legislation to provide

for safe, reliable, and secure energy networks for Victorians. This includes energy safety, energy emergency

management, energy security and preparedness and gas pipeline regulation.

We lead key government initiatives including the State Emergency Management Plan – Energy sub-plan, and the

Energy Safety Review.

We work with Emergency Management Victoria, the Australian Energy Market Operator (AEMO), Energy Safe

Victoria, network licensees and energy producers, domestic and industry consumers, and other stakeholders.

Accountabilities

* Provide accurate and timely advice to internal and external stakeholders on matters of energy security, related plans and policies, and other emergency and critical infrastructure legislation and policy.
* Build and maintain positive relationships with internal and external key stakeholders; work collegiately with peers across government and private industry.
* Manage internal technical systems and databases and provide regular reporting to managers.
* Prepare legislation documentation, briefings, policy papers and correspondence as required for senior management and ministers.
* Actively participate in the delivery of projects on time and with a professional proactive attitude.
* Adopt and apply OH&S policies and procedures to ensure a safe work environment and support the Department’s role in emergency management.
* 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**

* A tertiary qualification in science, engineering, law, economics, public policy, natural resource or environmental management, business management or similar (desirable).
* A sound understanding of and experience in the public sector, including knowledge and experience with the structure of government and its regulatory and policy decision-making processes (desirable).
* Demonstrated understanding of current energy security and preparedness policy and sector (desirable).
* Demonstrated understanding of emergency management arrangements in Victoria (desirable).

**Capabilities**

* **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.
* **Project Delivery** Defines tasks to be delivered to meet agreed outcomes; Coordinates and guides others in the execution of work activities; Monitors progress of tasks against plans and takes corrective action when required.
* **Interpersonal Skills** Sees things from another’s point of view & confirms understanding; Understand motivations, needs and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference.
* **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.

Position specific requirements

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| Financial Delegation Value | NA |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work * Field work * Emergency response 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).  This position has a requirement for 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  The incumbent must obtain and maintain a valid and current national security clearance. |
| 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)