# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Predictive Services Officer |
| **Position number:** | 50925174 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Fixed Term – until May 26th 2026 |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Forest and Fire Operations; Bushfire and Emergency Management |
| **Work location:** | Flexible across Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Team Leader - Predictive Services |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Frazer Wilson 0407 305 258 |

Position purpose

The Predictive Services Specialist is a member of the Systems and Predictive Services team in DEECA’s Bushfire and Emergency Managment. The Predictive Services team is a multi agency collaboration across DEECA, Country Fire Authority, Emergency Management Victoria, and Fire Rescue Victoria.

Victoria’s Predictive Services team manage the systems, tools, data, and skills used to predict bushfire and smoke hazard behaviour to enable Victoria’s emergency management agencies to better manage bushfires and their impacts on Victorian communities and the environment.

The Predictive Services Specialist reports to the Team Leader – Predictive Services. They will assist in overseeing the development, maintenance and coordination of key predictive services tools and systems to deliver end user focused outcomes. The position will also be agile in supporting other functions of the predictive services team, including supporting Fire Behaviour Analysts during the bushfire and planned burn seasons. The position will work closely with other key agencies ensuring a collaborative approach and ensure the direction of work programs is consistent with the strategic direction of FRAS, TSU, DEECA, the Victorian Government and AFAC agencies.

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 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.

Accountabilities

* Manage the Predictive Services technology stack and support a review of these services.
* Coordinate the improvement and maintenance of key Fire Behaviour Analyst and Predictive Services tools and systems.
* Contribute to national Predictive Services tools and systems initiatives.
* Work collaboratively with partner agency analysts in the development of Predictive Services tools and products, in consultation with end-users
* Support the broader work program of the Predictive Services team.
* Prepare communication materials, improving end user knowledge of Predictive Services tools and products
* Support implementation and development of the Australian Fire Danger Rating System
* Provide project administration support, including contract management
* Liaise with other parts of the emergency management sector to manage systematic improvements
* 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**

* Bachelor or postgraduate degree in applied science, natural resource management, emergency management, or relevant field is desired.
* Knowledge of fire behaviour and experience in a bushfire response or planned burning.

**Capabilities**

* **Communicate with Impact** - Prepares and delivers logical sequential and succinct presentations; Uses clear & concise language; Uses media appropriate to the audience and presents information to develop the understanding of the topic.
* **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
* **Innovation and Continuous Improvement** - Seeks opportunities for continuous improvement and ways to innovate; Offers suggestions and ideas, encourages others to do the same; Leverage on existing continuous improvement systems and procedures to improve outcomes, quality & efficiency of work; Creates space for learning and innovation by seeking for input and feedback from others.
* **Digital and Technological Literacy -** Guides other in operating digital and technology tools relevant to area of work. Understands the impact of internal IT landscape to daily operations; Has broad understanding on implementation activities related to the introduction and ongoing maintenance of new digital and technology tools

Position specific requirements

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| Financial Delegation Value | $0 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 * 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). |
| 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)