# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Manager Forest and Research Permissions |
| **Position number:** | 50935315 |
| **Classification:** | VPS Grade 6 |
| **Salary range:** | $138,631 to $185,518 plus superannuation |
| **Employment type:** | Fixed Term until 01 May 2026 |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Conservation Regulator, Regulatory Strategy and Permissions |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Director Regulatory Strategy and Permissions |
| **Direct reports:** | Yes  No If yes, how many? 2 |
| **Further information:** | Callie Donaldson, 0418 977 362 |

Position purpose

The Manager Forest and Research Permissions leads a team responsible for the state-wide administration of a range of permits and authorisations relating to forests and wildlife in the wild, and for reform to the Conservation Regulator’s permissions functions. The team delivers administration of a range of permits that may require referral to other areas within the Department of Energy, Environment and Climate Action, Traditional Owner Groups and relevant experts. The team works closely with a state-wide network of permission and regulatory compliance officers to administer permits and support compliance, and enforcement activities related to permissions. The team also leads and coordinates a program of reform work, in collaboration with stakeholders across DEECA.

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 Conservation Regulator is accountable for the delivery of DEECA’s regulatory responsibilities in biodiversity, fire prevention and public land use regulation. Our mission is to be an effective, trusted, best practice regulator – ensuring transparency, collaboration and strong regulatory capability to deliver on regulatory outcomes. As a risk-based, intelligence-led regulator, we focus regulatory effort on the highest environmental and compliance risks at the state, regional and local level. We use targeted regulatory interventions to educate, provide guidance, and monitor and enforce compliance with the law.

In addition to regulation for conservation and wildlife, we deliver a non-regulatory assurance program to support transparency and continuous improvement in forest and fire operations works.

We are based state-wide and value the delivery of our services at place. We value working collaboratively across the Conservation Regulator, as one, to deliver effective outcomes in our areas of responsibility.

We work closely with our regulatory partners, our departmental colleagues, traditional owners, stakeholder groups and the community to deliver outcomes for conservation, public land management and wildlife.

**Branch**

The Regulatory Strategy and Permissions branch leads the provision of regulatory strategy, information, guidance, standards, capability development and strategic insights. It oversees commercial and private wildlife licencing; research, conservation and management permits; import and export permits; and forest produce permissions. It has a dedicated program of work to deliver reform to the permissioning function.

The branch has strong working relationships with DEECA policy units, legal services, co-regulators and external stakeholders. It works closely with the Regulatory Operations branch to ensure its work can be effectively implemented. This relationship is underpinned by strong collective accountability and governance between Operations and Permissions to support permissions assessment, management, monitoring and compliance.

**Unit**

The Forest and Research Permits team are responsible for the state-wide administration of permits and authorisations relating to forests and wildlife in the wild. The unit delivers assessment and decision on a range of permits, as well as strategy and advice on complex, high risk permissions. The unit works closely with a state-wide network of permission officers and other operational colleagues to administer permits and support compliance and enforcement activities related to permissions. The unit provides permissions issues management and strategic advice services to the Chief Conservation Regulator and the Conservation Regulator leadership team. The Permissions Reform team, reporting to the Manager Forest and Research Permissions, are responsible for coordination of the Conservation Regulator’s permissions reform work portfolio, including leading on key projects.

Staff working in this unit are also an Authorised Officer or have a desire to be an Authorised Officer will be supported in maintaining or gaining their authorisations. This will be achieved by assisting broader Conservation Regulator operational delivery and by undertaking ongoing training and capability development. Supporting broader Conservation Regulator operational delivery will be subject to Permissions Delivery Unit business priorities.

Accountabilities

* Lead administration of permissions relating to forests, research and wildlife management.
* Lead expert advice to case management teams for high risk permissions relating to forests or wildlife in the wild.
* Lead the transformation of regulatory permissions to be targeted, enforceable and efficient regulatory controls
* Work with Conservation Regulator operations staff to determine compliance monitoring programs for permissions and support decision-making regarding appropriate enforcement action for non-compliance.
* Drive increased transparency of permissions to boost community confidence and duty holder compliance
* Ensure departmental and group business management requirements are met in accordance with legislative, policy and procedural requirements.
* 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.
* As an active member of the CR senior leadership team, contribute to the delivery of group and departmental priorities, and to building an inclusive and high performing workforce that is customer focussed, collaborative, professional and engaged.
* Actively lead a positive, open, delivery focussed culture that values, supports and mentors people and is based on collaboration, accountability and trust.
* Ensure the highest ethical standards in the delivery of the department’s objectives, with a strong commitment to the DEECA values, including safety and wellbeing.
* 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**

* Knowledge and understanding of conservation regulatory legislation, processes and practices.
* Well-developed analytical and evaluation skills

**Capabilities**

**Leadership:**

* Communicates a vision that generates enthusiasm and commitment.
* Recognises and rewards behaviour that is aligned with the vision.
* Identifies potential issues and setbacks and guides team to optimise outcomes.
* Models the behaviour expected of others.

**Influence & Negotiation:**

* Develops long-term, complex and multi-phased plans to influence others.
* Implements complex strategies to build buy-in and support from key internal and external clients or stakeholders.
* Uses a variety of different influencing approaches tailored to different clients.
* Effectively negotiates with clients/stakeholders to achieve desired outcomes.

**Stakeholder Management:**

* Identifies and manages a range of complex and often competing needs.
* Identifies issues in common for one or more stakeholders and uses them to build mutually beneficial partnerships.
* Finds innovative solutions to resolve stakeholder issues.

**Service Excellence**

* Encourages and supports others in taking calculated risks to deliver service excellence.
* Challenges others to deliver outstanding service.
* Looks for long-term benefits to the client or stakeholder.
* Creates a climate of service excellence; encourages new and different approaches and solutions that will deliver benefits beyond client or stakeholder expectations.

Position specific requirements

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| Financial Delegation Value | **$50,000** 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 |
| 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)