# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Regulatory Strategy Officer – Forests |
| **Position number:** | 50965285 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 to $111,142 plus superannuation |
| **Employment type:** | Fixed Term - 30/06/2026 |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Office of the Conservation Regulator; Regulatory Strategy and Permissions |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Program Manager Regulatory Strategy |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Brian Wearne, 0438018679 |

Position purpose

The Senior Regulatory Strategy Officer – Forests designs and monitors the implementation of regulatory interventions to address key environmental and compliance risks. They are involved in the development and maintenance of clear regulatory positions, statements, and guidance on how the Conservation Regulator interprets and intends to apply particular laws.

The Senior Regulatory Strategy Officer – Forests provides advice into policy and legislative processes including legislation reform on behalf of the Conservation Regulator.

This key role is a member of the Regulatory Strategy and Guidance unit, focused on ensuring that the Conservation Regulator uses the most appropriate regulatory approach to address each priority regulatory risk. The unit works across the Conservation Regulator with internal and external stakeholders to identify priorities for regulatory clarity ensuring consistent application of the law to maximise compliance and reduce harm.

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 Regulatory Strategy and Guidance unit develops and maintains clear positions, statements and guidance on how the Conservation Regulator interprets and intends to apply the law. The unit is developing an understanding of key environmental and compliance risks, determining priority issues and designing effective regulatory ‘treatments’ to address these issues.

This unit works across the Conservation Regulator and with internal and external stakeholders, to identify priorities for regulatory clarity; to ensure the law is applied consistently and the Conservation Regulator’s resources are used effectively to tackle priority regulatory issues. The unit’s work will provide Conservation Regulator staff and the community with clarity on how the law will be administered transparently and consistently. Its work includes developing Statements of Regulatory intent.

The unit leads the Conservation Regulator’s relationships with DEECA policy teams to ensure that their work supports effective regulatory practice and outcomes, and that the Conservation Regulator’s regulatory information and guidance is consistent with parliament’s policy intent.

Staff working for the Regulatory Strategy and Guidance unit that 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 Regulatory Strategy and Guidance unit business priorities.

Accountabilities

* Work with operational staff to design regulatory reforms and interventions and operationalise them in the regions.
* Research and draft clear statements of the law for priority topics as identified with operational staff, internal and external stakeholders to support compliance with the law.
* Support the Regulatory Strategy and Guidance unit with gathering strategic intelligence, assessments, analytics, and monitoring and evaluating regulatory interventions.
* Draft policy documentation, briefings, correspondence, submissions, reports and explanatory material and correspondence relating to intervention plans for high-quality regulatory delivery.
* Undertake policy research and analysis to inform implementation of reforms and other government priorities.
* Contribute to policy projects, including project planning, identifying and managing risks, and ensure that project deliverables align with work program and team objectives.
* Build and maintain relationships with key internal and external stakeholders, including external knowledge providers, to support collaborative, intelligence-led and integrated delivery of regulatory strategy for the department and the community.
* Ensure the highest ethical standards in delivering 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 regulatory frameworks, systems and processes and departmental processes is desirable.
* Knowledge and understanding of regulatory craft and the interpretation and application of regulations is desirable.
* Prior experience or ability to translate regulatory and legal concepts to practical and effective regulatory information and guidance and operational activities is desirable.

**Capabilities**

**Strategic Planning**

* Supports the strategic planning process in own work area and seeks information about how their work relates to broader organisational strategy;
* Understands concepts relating to strategic planning

**Policy Design and Development**

* Interprets and applies policies relevant to own work;
* Drafts policies and business cases using research skills and in consultation with relevant stakeholders;
* Determines relevant data and evidence gathering approach;
* Conducts critical analysis on data and evidences collected

**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.

**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 | **$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 |
| 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)