# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Project Officer, Storm |
| **Position number:** | 50939759 |
| **Classification:** | VPS4 |
| **Salary range:** | $97,955 - $111,142 pa + superannuation |
| **Employment type:** | Fixed Term until 30 June 2026 |
| **Group:** | Bushfire Forest Services |
| **Division & Branch:** | Forest and Fire Operations, Grampians Region |
| **Work location:** | Flexible within Grampians Region  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager Specialist Planning |
| **Direct reports:** | Yes  No If yes, how many? 1 |
| **Further information:** | Nate Perry, 0447 814 321 |

Position purpose

The Senior Project Officer, Storm leads the planning for the Storm Debris Program and bushfire recovery programs. The Planning focus is to ensure that all storm debris and fire recovery planning is completed in accordance with the relevant legislation. The position is responsible for engaging across districts and regions and with partner agencies to identify issues and develop plans to support the Operational delivery of the program. The position will also ensure processes are in place to manage and protect all legislated values with a focus on biodiversity and cultural heritage.

Context

*The Group*

Bushfire and Forest Services manages State forests, coasts and other public land, and delivers integrated, accessible and high-quality programs, projects and services across all DEECA portfolio areas, working collaboratively with local communities and other partners. The group provides high-quality advice to government on forest, fire and emergency management, and has a lead role in preparing for, responding to, and recovering from fire and other emergencies, to reduce impacts on people, property and the environment. As DEECA’s main connection to local communities and environments across the state, the group provides valuable intelligence on how policy and programs can be designed and delivered to better meet the needs of Victorians.

*The Division*

The Forest and Fire Operations Division actively engages and builds partnerships with communities, stakeholders and government in the design and delivery of forest, fire and emergency management services to meet agreed priorities, statutory obligations and other departmental and government requirements. The division also supports delivery of broader departmental priorities.

*The Branch*

The Regional Forest and Fire Planning Branch, Grampians region, leads and coordinates the legislative planning obligations for all of the operational works across the regional forest, fire and emergency management operations portfolios to enable operational delivery. The works delivered across this branch provide environmental, economic and social benefits, and improve the safety of local communities.

Accountabilities

* Support the Manager Specialist Planning, Program Manager - Storm and Manager Forest and Fire Program Coordination to deliver all recovery programs within the region, utilising DEECA’s planning procedures to drive and facilitate successful delivery.
* Assist with implementing monitoring and evaluation activities, including values checking planning (GIS) for biodiversity, cultural heritage, and infrastructure assets.
* Lead the project planning for all the recovery programs and outputs. To ensure that all legislative planning obligations are met, prior to the commencement of the recovery operations.
* Lead strong collaboration and connection with expert environmental and heritage advisors to ensure that the required advice and mitigations are incorporated into Tactical plans, Request for Service, and Work Order documentation ahead of operational delivery.
* Lead the executive approval process for all planning documentation related to the recovery projects, ensuring all recovery projects are listed and approved on the Operational Forest Management Plan prior to works delivery.
* Manage the project planning structure, delivery timelines and stakeholder engagement in a coordinated project management framework.
* Lead all reporting requirements to the relevant Governance groups, such as the project control board and key stakeholders.
* As an active member of FFOD, contribute to delivering group and departmental priorities, and to building an inclusive and high performing workforce that is customer focused, collaborative, professional and engaged.
* Manage a small team of planners to support the end-to-end planning process for all of the region’s recovery projects.
* Ensure the highest ethical standards in the delivery of all 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**

* An appropriate qualification in environmental science, natural resource management, or approved equivalent is desirable.
* Knowledge of operational delivery of forest management programs/services and bushfire recovery
* Experience working with planning systems including FMS, eMAP and ArcGIS (or similar)
* Current Victorian driver’s licence (Mandatory)

**Capabilities**

* **Strategic Planning:** Ensures that day to day planning and work processes are in line with team/organisation legislative requirements; Demonstrated extensive experience in legislative planning processes, strong communication skills, and robust project management experience; Identifies and develops own and team objectives linking strategies and legislative requirements to actions to achieve these; Guides others in strategic planning process and legislative planning.
* **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.
* **Stakeholder Management and Collaboration:** 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. Identifies opportunities to work with other teams to deliver outcomes.
* **Project Delivery:** Translates strategies into programs or projects that enables achievement of outcomes require; Defines governance eg. success measures, roles and responsibilities, progress monitoring required to manage risks and maximise probability of success; Monitors overall project performance against project plans; Quickly sums up complex options and recommends a clear way forward.

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 * Manual handling |
| 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 to work shift work or out of hours work will be required that will involve evening or weekend work including 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 |
| 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)