# Department of Energy, Environment and Climate Action

Position Description





## Position details

|  |  |
| --- | --- |
| **Position title:** | Senior Policy Officer, Regional Waterway Programs |
| **Position number:** | 50927780 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Fixed term until 2 November 2026 |
| **Group:** | Water and Catchments |
| **Division & Branch:** | Catchments and Communities; Waterway Policy and Programs |
| **Work location:** | 8 Nicholson St East Melbourne;  Hybrid work arrangement available:  Yes  No |
| **Reports to:** | Manager, Regional Strategic Planning |
| **Direct reports:** | Yes  No If yes, how many? 1 |
| **Further information:** | Senior Policy Officer, Maegan Walker [Maegan.Walker@deeca.vic.gov.au](mailto:Maegan.Walker@deeca.vic.gov.au) |

Position purpose

The position will drive regional strategic planning to support the development and implementation of strategies, policies, programs and tools that deliver management outcomes for waterways, including wetlands. The role includes managing projects that support regional delivery; ongoing evaluation of regional programs to inform policy and business case development; compliance with statutory and intergovernmental obligations; and oversight of effectiveness of the regional waterway management planning framework in achieving positive environmental outcomes. A key component of the position will be to oversee Victoria’s Ramsar program, ensuring Victoria continues to meet national and international obligations of the Ramsar Convention on Wetlands.

The role is also responsible for analysing complex policy and strategic issues that emerge in regional waterway management delivery, providing expert advice to the government and senior management.

Context

*The Group*

The Water and Catchments Group (WCG), in partnership with water corporations, catchment management authorities, Traditional Owners and the community, is responsible for managing Victoria’s water and catchment resources.

*The Division*

The Catchments and Communities Division develops and delivers policies, strategies and programs that balance the needs of the environment with communities and water use and management. This involves working to apply a holistic approach to waterway and catchment management with a wide range of partners and community stakeholders including Traditional Owners, Catchment Management Authorities, Commonwealth government, other jurisdictions and local governments, community and environmental stakeholders. The Division comprises three Branches:

* Waterway Policy & Programs
* Catchment Programs & Rural Policy
* Intergovernmental Policy

*The Branch*

The Waterway Policy and Programs Branch will respond to current environmental challenges and be responsible for leading environmental input in WCG strategies and policies. The Branch will continually adapt waterway management and achieve positive environmental outcomes from investing in integrated actions such as delivering water for the environment, revegetation and managing invasive species.

Accountabilities

* To manage a variety of projects that assist delivery of positive waterway outcomes for Victoria aligned to the regional waterway framework and statewide strategies such as the Victorian Waterway Management Strategy and Water is Life. You will manage stages of project scoping, planning, engagement, implementation and budget management, resolving operational service delivery problems consistent with program objectives.
* To provide authoritative and timely advice in response to requirements of internal and external stakeholders in advice, briefings, and correspondence that are prepared. You will convey specialist concepts and policies for waterway outcomes.
* To lead the provision of sound theoretical and practical expertise in research and development of strategic policy options to support waterway outcomes and compliance with international, national and statewide obligations.
* To establish and maintain strong collaborative working relationships with internal and external stakeholders and partners including other parts of the Department, across State and interjurisdictional Government departments, Water Corporations, environmental water holders, Traditional Owners and Catchment Management Authorities. You will also coordinate and/or contribute to partner and stakeholder meetings and negotiating outcomes to ensure effective delivery of the waterway program.
* To develop key waterway plans, policies and strategies and support delivery of other waterway projects and policy development as required.
* 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**

* Essential – a degree qualification or higher, preferably in science, environmental engineering, natural resource management, environmental law, or a relevant equivalent.
* Highly desirable – demonstrated knowledge of Victoria’s catchment and waterway management and water resource management framework.
* Highly Desirable – knowledge of the Ramsar Convention and obligations for contracting parties.

**Capabilities**

* **Policy Design and Development**: Demonstrated ability to formulate and communicate public policy options and recommendations; scan effectively for links and potential implications of proposed policy options and keep up to date with a broad range of complex contemporary issues.
* **Influencing and stakeholder management**: Demonstrated ability to build buy-in and support from key internal and external clients or stakeholders, identify and manage a range of complex and often competing needs, using a variety of different influencing approaches tailored to different clients and effectively negotiating with stakeholders to achieve desired outcomes.
* **Problem Solving**: Seeks all relevant information for problem-solving; seeks out and integrates complex primary information sources; liaises with stakeholders to ensure full understanding of the issues; anticipates potential problems; analyses issues from different perspectives and draws sound inferences from information available; identifies and proposes workable solutions to problems from deep understanding of issues and policy context; implements solutions, evaluates effectiveness and adjusts actions as required.
* **Written and Verbal Communication**: Prepares complex briefs, letters, emails and reports using clear and grammatically correct language; edits written communications to ensure necessary information is included and meets audience needs. Confidently conveys ideas and information in a clear and interesting way; understands the target audience and the objectives of communication; handles difficult and sensitive communications well.

Position specific requirements

|  |  |
| --- | --- |
| 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 * This position may require occasional out of hours work (evenings or weekend) and occasional overnight travel. |
| 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 more than 6,500 staff, who work from more than 82 locations throughout Victoria, across the portfolios of energy, environment, climate action, water, agriculture and resources. 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)