# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Manager Sector Infrastructure |
| **Position number:** | 50946270 |
| **Classification:** | VPS Grade 6 |
| **Salary range:** | $138,631 - $185,518pa plus superannuation |
| **Employment type:** | Fixed Term until 11 December 2026 |
| **Group:** | Regions, Environment, Climate Action and First Peoples |
| **Division & Branch:** | Recycling Victoria / Strategy, Procurement and Planning |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Director Sector Strengthening |
| **Direct reports:** | Yes  No If yes, how many? 5 |
| **Further information:** | Peter Laslett Director, Sector Strengthening - 0438 569 044 |

Position purpose

The Manager Sector Infrastructure ensures Recycling Victoria meets its statutory function to plan for waste and recycling infrastructure. This ensures that Victoria has the right infrastructure in the right place, at the right time, and supports a resilient and well-functioning sector.

Context

*The Group*

The Regions, Environment, Climate Action and First Peoples Group works across our department with portfolio agencies, Traditional Owners, external stakeholders and with ministers to implement DEECA's state-wide objectives in the environment, climate action and First Peoples portfolios. This work supports our regions, service delivery partners and portfolio agencies to be as successful as they can be in delivering for government and Victorian communities.

The Environment, Climate Action and First Peoples Group comprises a broad range of policy and strategic areas in the Department. We work collaboratively with our Regional Services, portfolio agencies and stakeholders to deliver policies and programs.

*The Division*

Recycling Victoria is strengthening Victoria’s waste and recycling sector, building resilience, and creating markets for recycling products through monitoring, reporting and regulation of waste and recycling management.

It drives economic investment and job creation by creating greater certainty in the waste and resource recovery sector.

Under the Circular Economy (Waste Reduction and Recycling) Act 2021, Recycling Victoria’s role include:

* providing consistent state-wide strategic planning for waste and recycling services
* collecting and publishing data for greater transparency and informed decision making
* managing risks impacting the stability of the waste and recycling sector
* launch enquiries into market issues
* administering the container deposit scheme and the waste to energy scheme

Recycling Victoria works with portfolio partners, local government, industry, and its statutory advisory committees, to deliver a coordinated and evidence-led approach to managing risks in the sector and deliver a circular economy for Victoria.

*The Branch*

The Strategy, Procurement and Planning (SPP) branch takes strategic action to strengthen sector resilience and support material circularity, achieved through market intelligence and reporting, sector risk and contingency planning, infrastructure planning and strategic procurement interventions.

The branch is responsible for developing and implementing the Victorian Recycling Infrastructure Plan, a Waste Data Hub, a Strategic Procurement framework, and a sector Risk and Contingency plan.

Accountabilities

* Lead the team to design and deliver strategic direction and documents in relation to waste and recycling sector infrastructure.
* Use infrastructure planning expertise to guide decisions and to contribute across the portfolio to ensure that work is delivering impact and is based on evidence.
* Deliver clear and concise translation of technical content into engaging products, narrative and visual communication.
* Lead effective, timely and accurate infrastructure planning advice within the organisation and in referral capacity to other agencies
* Provide line management to the team to ensure delivery on time and budget – including resource allocation, budget management, reporting, contract and procurement management, monitoring and evaluation.
* Initiate, manage and maintain effective relationships with other Government agencies and other non-Government organisations to drive improved outcomes for infrastructure planning across Victoria
* Monitor innovations in policies, regulations, programs and services, in order to inform infrastructure planning delivery and to identify opportunities to strengthen the sector and inform government interventions.
* 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**

* Planning experience is desirable for this role.
* Experience with development of strategic infrastructure plans highly desirable, particularly if the scope include waste and resource recovery considerations.
* Demonstrated experience in and/or knowledge of key issues, policy and programs relating to Victoria’s circular economy and the waste and recycling sector is advantageous.

**Capabilities**

* **Strategic Planning** - Guides others through the strategic planning process, creating a shared vision for the future. Has a comprehensive understanding of external and internal issues that influence the strategic direction of the organisation. Ensures that overall strategic plan cascades to operational and team planning processes and performance plans; Provides subject matter expertise and building capability of others.
* **Systems Thinking** - Formulates potential courses of action to achieve objectives based on an in-depth understanding of the business environment & its systems; Champions system thinking across the organisation and VPS more broadly acting as a thought leader in this area; Establishes an integrated perspective of the organisation’s systems & identifies the leverage points where intervention will add value.
* **Stakeholder Management** - Identifies and manages a range of complex and often competing needs; Facilitates innovative solutions to resolve stakeholder issues.
* **Critical Thinking and Problem Solving -** Considers a broad range of topics (beyond immediate area of work), works across government and at senior levels to develop and deliver sustainable solutions.

Position specific requirements

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| Financial Delegation Value | $10,000 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 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)