# Department of Energy, Environment and Climate Action

Position Description





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# Department of Energy, Environment and Climate Action

## Position details

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| **Position title:** | Project Support Officer, Drought & Dry Conditions |
| **Position number:** | 50966846 |
| **Classification:** | VPS 3 |
| **Salary range:** | $79,122 - $96,073 plus superannuation |
| **Employment type:** | Fixed Term until 30 June 2026 |
| **Group:** | Water and Catchments |
| **Division & Branch:** | Catchment & Communities, Sustainable Water Strategy and Drought |
| **Work location:** | Flexible within Victoria / 8 Nicholson Street, East Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Senior Drought & Dry Conditions Coordinator |
| **Direct reports:** | Yes  No |
| **Further information:** | Adam Hood on 0419 307 632 |

Position purpose

The Project Support Officer in the Drought and Dry Conditions Coordination team will work across a range of programs and policy areas to support the water sector and Victorian water users to respond to periods of water scarcity, including contributing to communications, coordination of departmental expertise and external stakeholder engagement activities.

The Project Support Officer will collaborate with others within the Water and Catchments Group in DEECA, key stakeholders in the water sector and Agriculture Victoria to provide clear and accesible information to the communtiy and industries on water supply and demand issues.

You are self-motivated and a creative thinker with good planning and organisational skills. Your flexibility, team-focused approach and communication skills enable you to work effectively with others.

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 of four branches:

* Waterway Policy & Programs
* Catchments & Rural Policy
* Intergovernmental Policy
* Sustainable Water Strategy & Drought

*The Branch*

The Sustainable Water Strategy and Drought branch oversees the development and delivery of priority Victorian water infrastructure projects relating to water security and long-term public benefit outcomes in the context of climate change and dry conditions.

The Branch consists of two teams:

* Western Sustainable Water Strategy
* Drought and Dry Conditions

Accountabilities

* Support projects, internal briefings, communications and coordination of activities responding to dry conditions and drought in Victoria
* Collaborate with teams across the Water and Catchments Group, external partners and stakeholders to ensure effective delivery of projects.
* Provide secretariat support for the Drought and Dry Conditions team, including arranging meetings, preparing agenda materials, and capturing minutes.
* Contribute to clear and concise submissions, letters, briefs, and reports on a range of issues relevant to dry conditions and drought response.
* Coordinate DEECA internal and external reporting on dry conditions.
* Contribute to procurement activities
* 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**

* A tertiary qualification, or relevant experience, is desirable.
* Some knowledge of the water sector is an advantage.
* Experience in Office 365 is essential.
* Other digital skills are an advantage.

**Capabilities**

**Policy Design & Development**

* Understands the purpose of policies.
* Uses operational policies to guide their work.
* Seeks information to improve knowledge and application of policies.
* Contributes to and provides a support role in business case development.

**Project Delivery**

* Executes work tasks against plan.
* Where plans are not defined, prioritises tasks in line with the urgency and impact of tasks.
* Utilises approved task management tools; Maintains accurate project records.

**Working Collaboratively**

* Cooperates and works well with others in pursuit of team goals.
* Share information and acknowledge others’ efforts.
* Step in to help others where required.

**Communicate with Impact**

* Organises information in a logical sequence.
* Includes content appropriate to the purpose and audience.

Position specific requirements

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| Financial Delegation Value | 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 * Emergency response 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 2020* 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.delwp.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@delwp.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@delwp.vic.gov.au)