# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Policy Officer (Renewable Fuels Team) |
| **Position number:** | 50943652 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Fixed Term until 27 October 2028 |
| **Group:** | Energy |
| **Division & Branch:** | Innovation, Commercial and Investment Attraction Division,  Renewable Energy, Activation and Development Branch |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Senior Manager, Renewable Hydrogen and Sustainable Fuels |
| **Direct reports:** | Yes  No One direct report |
| **Further information:** | Nicholas Barda nicholas.barda@deeca.vic.gov.au |

Position purpose

The Senior Policy Officer role supports this agenda by working with the Senior Manager and Principal Project Officer to deliver a comprehensive work program spanning renewable fuel policy and strategy development, sector growth, stakeholder engagement and project delivery.

As Victoria accelerates the decarbonisation of electricity, the role will support the next phase of the energy transition, requiring emissions reduction across the broader energy system. Renewable fuels will be central to this effort, particularly in sectors where electrification alone is not possible, such as heavy transport, industry, mining and electricity system support. Building a renewable fuels sector in Victoria presents an opportunity to reduce reliance on imported fuels, strengthen energy resilience, and leverage the state’s established fuel production capability and strong agricultural base to drive investment, regional development and economic growth.

The role requires collaboration with industry, research and community stakeholders, coordination across government, and active contributions to national initiatives such as the National Hydrogen Working Group. As part of a high-performing team, the Senior Policy Officer role applies agile and innovative work practices to advance Victoria’s leadership in renewable fuels and drive the state’s transition to a more secure, sustainable energy future.

Context

Victoria, along with the rest of the world, is in the midst of a major energy transformation, with new energy

technologies, new industries, and new ways of doing things. The Victorian Government recognises this and the

need for a modern energy system to support our economy and way of life – an energy system that is sustainable,

reliable and affordable.

The Energy Group plays a key role in supporting a significant transformation of the energy sector in Victoria. The Group’s primary responsibility is to support current and future energy projects, programs and reforms. The group consists of 6 divisions as follows:

* Consumer, Community and First Peoples’ Energy Transition
* Electrification, Efficiency and Safety
* Energy Transition and Strategy
* Innovation, Commercial and Investment Attraction
* Offshore Wind Energy Victoria
* Office of the Deputy Secretary Division

Together, these divisions enable the strategic work required to take place and set the Department up to undertake major energy transformations.

**Innovation, Commercial and Investment Attraction Division**

The Innovation, Commercial and Investment Attraction division leads the delivery of projects and programs across

the energy portfolio to deliver the procurement and facilitation of large-scale energy projects and explores sector

development opportunities. The division applies commercial acumen and project delivery skills.

**Renewable Energy Activation and Development Branch**

We focus on emerging energy technology development and works with sector participants to foster a pipeline of

energy opportunities in the energy sector. We also facilitate the business development in new energy technologies, such as supply chain support and skills and capability building.

Accountabilities

* Contribute to the delivery of Victoria’s renewable fuels work program by leading policy development, sector initiatives, and project implementation, while assisting with program planning, timelines and budget management.
* Maintain awareness of renewable fuels trends and issues in Victoria, across other jurisdictions and internationally, and apply insights to program and policy development.
* Lead contributions to Victoria’s renewable fuels work program by driving policy development, sector initiatives and project implementation, while supporting effective program planning, timelines and budget management.
* Lead targeted engagements with industry, research and community stakeholders to strengthen energy resilience, support regional economic opportunities and advance Victoria’s renewable fuels agenda.
* Lead cross-government coordination by gathering evidence, preparing analysis and collaborating with subject matter experts, corporate functions and external stakeholders to inform policy and projects.
* Contribute to Victoria’s involvement in the National Hydrogen Strategy through research, preparation of materials and coordination of input to the Hydrogen Working Group and related intergovernmental forums.
* Prepare high-quality policy positions, analysis, reports, briefs, correspondence and presentations that provide accurate, timely and strategic advice for senior staff, executives and Ministers.
* Contribute to a positive, collaborative and inclusive team culture by modelling constructive behaviours, supporting colleagues, practicing cultural safety and proactively driving continuous improvement.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* A relevant tertiary qualification such as energy, public policy, engineering, economics or law is preferred.
* Experience in/knowledge of key emerging energy sectors is required, experience in hydrogen related energy sectors would be highly desirable.

**Capabilities**

* **Stakeholder Management:** Identifies issues in common for one or more clients or stakeholders and uses them to build mutually beneficial partnerships; Identifies and responds to stakeholder’s underlying needs; Uses understanding of the stakeholder’s organisational context to ensure outcomes are achieved.

## Future focus: Understands the broader context when reviewing an issue or problem and supports others to do so. Undertakes thorough analysis and thought, considering the future and other relevant information to form recommendations; Anticipates and responds accordingly to challenges; Undertakes planning to ensure the organisation is future ready through managing change.

* **Project delivery:** Translates strategies into programs or projects that enables achievement of outcomes require; Defines governance (e.g. success measures, roles and responsibilities, progress monitoring) required to manage risks and maximise probability of success.
* **Influence and persuasion:**  Gains agreement to proposals & ideas; Build behind the scenes support for ideas to ensure buy-in & ownership; Uses chains of indirect influence to achieve outcomes; Involves experts or other third parties to strengthen case; Able to succinctly and thoroughly communicate sensitive topics, often under time pressure, verbally and in writing.

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 |
| 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 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)