# Department of Energy, Environment and Climate Action

Position Description





## Position details

|  |  |
| --- | --- |
| **Position title:** | Policy Officer Western Sustainable Water Strategy |
| **Position number:** | 50966896 |
| **Classification:** | VPS4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Fixed Term until 30 June 2026 |
| **Group:** | Water & Catchments |
| **Division & Branch:** | Catchments and Communities, Sustainable Water Strategy & Drought |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Senior Manager, Western Sustainable Water Strategy |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Adam Hood on 0419 307 632 |

Identified Position

This position is classified as an “identified position” aimed at increasing employment opportunities for Australian Aboriginal and/or Torres Strait Islander People. This position requires that the candidate understand the issues affecting Aboriginal and Torres Strait Islander peoples, and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples and key technical proficiencies to design and deliver programs related to employment, development and engagement.

Australian Aboriginal and/or Torres Strait Islander people are encouraged to apply.

Non-Australian Aboriginal and/or Torres Strait Islander People can apply, however, the position requires an in-depth knowledge of Aboriginal culture and an ability to communicate with Aboriginal and/or Torres Strait Islander peoples.

Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.

DEECA Aboriginal Employment and Development Support

DEECA is committed to support the self- determination of Traditional Owners and Aboriginal Victorians. This is supported by Pupangarli Marnmarnepu ‘Owning Our Future” Aboriginal Self-Determination Reform Strategy 2020-2025 [Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf (delwp.vic.gov.au)](https://www.delwp.vic.gov.au/__data/assets/pdf_file/0038/483887/Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf)

Aboriginal employees are supported, connected, and developed with the assistance of DEECA’s First Peoples Employment and Development Team. Employees can join the Aboriginal Staff Network (ASN). The ASN hold forums, workshops and development sessions to assist staff on their journey at DEECA.

For any questions/queries please email [aboriginal.employment@deeca.vic.gov.au](mailto:aboriginal.employment@deeca.vic.gov.au). We can assist you with your application and help to prepare you for this process.

**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).

About Traditional Owners and Custodians

For over a thousand generations, Traditional Owners and Custodians have cared for and managed the Countries across what we now refer to as Victoria. Traditional Owners and Custodians have spiritual, physical, and cultural connections to Country that remain unbroken and strong.

We need to learn from their experience and begin bringing traditional and western practices together.

DEECA acknowledges the Traditional Owners and Custodians of the beautiful land, seas and waterways that make up the State of Victoria and pays respect to Elders past present and future.

Position purpose

This is a key position in a dynamic area supporting 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.

As the Policy Officer you will be required to conduct research and analysis to support policy decisions, providing data-driven insights and recommendations to the Project Director.​ The position will facilitate communication and coordination with stakeholders, ensuring their input is meaningfully integrated into policy development and implementation processes.

This role will have the opportunity to input into future strategic priorities and to engage with other elements of the team’s diverse work program as well as broader water sector intersections.

The role is suited to a highly motivated, outcomes-driven individual who can build and maintain collaborative relationships with a wide range of stakeholders.

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

* Contribute to strategic policy development and implementation; conduct research and analysis to support policy decisions, providing data-driven insights and recommendations to the Project Director.​
* Produce reports, briefs, presentations and correspondence on complex issues related to Sustainable Water Strategies.
* Facilitate communication and coordination with stakeholders, ensuring their input is integrated into policy development and implementation.
* Provide regular updates to the Senior Manager, ensuring transparent communication and alignment with strategic goals.
* Build sound and effective relationships with key stakeholders both internally and externally. Assist in the resolution of any issues that arise with the projects as required.
* Ensure efficient coordination and project management including, budget, procurement and contract related tasks that support the successful execution of water sustainability initiatives.
* Prepare quality and timely responses to support correspondence and briefings; and provide timely and appropriate information to management and project partners.
* Practice cultural safety by creating environments, relationships and systems free from discrimination so that people can feel safe, valued and able to participate. Encourage the participation of a diverse industry independent of race, gender, sexuality or ability.

Key Selection Criteria

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

**Specialist/Technical Expertise/Qualifications**

* An appropriate qualification in public policy, engineering, science, natural resource management or an approved equivalent is highly desired.
* A current Victorian Driver’s Licence is required.

**Capabilities**

**Policy Design and 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.

**Systems Thinking**

* Assesses situations and identifies the best systems tools for analysing, understanding the system and addressing problems
* Can apply system archetypes to identify common dynamics that appear in different situations
* Identifies & understands the impact of particular courses of action on other parts of the organisation or more broadly.

**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.

**Interpersonal Skills**

* Sees things from another’s point of view & confirms understanding
* Understands motivations, needs and wants of stakeholders and their impact on service delivery
* Tailor communications according to audience and/or audience preference.

Position specific requirements

|  |  |
| --- | --- |
| Financial Delegation Value | N/A |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work * Field work * Driving |
| 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’.

**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)