# Department of Energy, Environment and Climate Action

Position Description





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# Department of Energy, Environment and Climate Action

Position Description



## Position details

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| **Position title:** | Project Officer, Drought & Dry Conditions  |
| **Position number:** | 50966898 |
| **Classification:** | VPS 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Fixed Term until 30 June 2026 |
| **Group:** | Water and Catchments Group |
| **Division & Branch:** | Catchments & Communities, Sustainable Water Strategy & Drought |
| **Work location:** | 8 Nicholson Street, East MelbourneHybrid work arrangement available: [x] **Yes** [ ]  No  |
| **Reports to:** | Senior Drought & Dry Conditions Coordinator |
| **Direct reports:** | [ ]  Yes [x]  No  |
| **Further information:** | Adam Hood on 0419 307 632 |

Position purpose

The Project Officer – Drought & Dry Conditions, will support the development and distribution of communications regarding drought and dry conditions preparedness and response in Victoria, including coordination of water sector agencies. The role will provide proactive support for communications, engagement and change management activities associated with dry conditions preparedness and drought response programs. You 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 creative thinker with high level planning and organisational skills, capable of tackling complex issues. You are flexible and able to take on communications requests on an hoc basis alongside your formal workplan. You have a team-focused approach while being able to work autonomously when required, and excellent communication skills that enable you to work effectively with others across a range of projects.

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 the Department’s responsibilities as they relate to the Water Act, *Water For Victoria,* and other policies and programs related to drought and dry conditions.
* Contribute to the implementation of strategic communication for policy and programs arising from drought support programs, dry conditions preparedness and statewide water efficiency initiatives across the water sector.
* Assist in the development of community education assets through public communications, improving public access to information and data through the DEECA website and associated channels.
* Provide timely and effective communication for drought and dry conditions, responding to queries from stakeholders about Victoria's water entitlement framework.
* Manage relevant DEECA website content management system (CMS) including publishing news, data and documents, improving accessibility to WCAG government standard, ensuring web content is accurate and up to date, and supporting the Branch’s efforts in improving web content and readability for users.
* Provide clear and consistent communications advice to support the delivery of drought support programs and information for the community about access to water during dry conditions.
* 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 or relevant experience in communications would be desirable.
* Experience with digital content management systems and website management is essential.
* An understanding of Victorian water resource management including trade and markets and/or entitlements frameworks would be an advantage.
* Experience with Microsoft Office (including Word, Teams, PowerPoint, Excel and OneNote) and online content manage ment systems is essential.

**Capabilities**

**Project delivery**

* Defines tasks to be delivered to meet agreed outcomes.
* Coordinates and guides others in the execution of work activities.
* Monitors progress of tasks against plans and takes corrective action when required.

**Working collaboratively**

* Build a supportive and cooperative team environment.
* Engages other teams to share information in order to understand or respond to issues.
* Support others in challenging situations.

 **Customer impact**

* Monitors customer satisfaction to gain critical insights.
* Looks for continuous improvement opportunities and ways to innovate.

**Communicate with impact**

* Prepares and delivers logical sequential and succinct presentations.
* Uses clear & concise language.
* Uses media appropriate to the audience and presents information to develop the understanding of the topic.

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).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 applyNon-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.

**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