# Position description

Department of Energy, Environment and Climate Action





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## Position details

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| **Position title:** | Project Manager, Regulatory Systems Platform |
| **Position number:** | 50965803 |
| **Classification:** | VPS Grade 6 |
| **Salary range:** | $138,631 - $185,518 plus superannuation |
| **Employment type:** | Fixed term until 30 June 2026 |
| **Group:** | Resources Victoria |
| **Division & Branch:** | Earth Resources Regulator \ Regulatory Strategy and Practice |
| **Work location:** | 8 Nicholson Street, East MelbourneHybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | Director, Regulatory Strategy and Practice  |
| **Direct reports:** | [ ]  Yes [x]  No If yes, how many?  |
| **Further information:** | Rob Mackay, A/Director, Regulatory Strategy and Practice: rob.mackay@deeca.vic.gov.au |

Position purpose

The Project Manager, Regulatory Systems Platform is responsible for preliminary assessment of workflow, information and data needs for the management of regulatory decision making and related activities post implementation of MRSD Act changes in 2027. Working closely with the broader Resources Victoria, the Project Manager leads the assessment and development of a Minimum Viable Product (MVP) scope and solution options.

Context

Resources Victoria’s mission is to facilitate informed and responsible earth resources exploration, development, extraction and rehabilitation in Victoria. This includes oversight of mining activities for critical minerals, gold and other metals, petroleum, coal, sand, rock and gravel.

Our priorities are to:

* Increase investment in Victoria’s earth resources, including new critical minerals.
* Build confidence in the performance of the earth resources sector in Victoria and its regulation.
* Secure the supply of quarry materials essential for new infrastructure.

We will deliver this by:

* Applying our specialist scientific and technical expertise to understand Victoria’s geology and create new opportunities for responsible investment.
* Delivering resources policy and legislative reform that enables responsible earth resources activities, from exploration through to rehabilitation.
* Facilitating earth resources projects in a timely and transparent way that safeguards public safety, human health, infrastructure and the environment.
* Working across government to enable investment, while supporting industry with expert advice and clear approvals processes.

Accountabilities

* Conduct a stocktake of current system capability, and RMSVic developed modules and develop proposals for the integration of the two systems.
* Work with relevant colleagues to determine potential modification to existing process workflows and identify new workflow requirements that will require information capture and integration into RV systems. Document a proposed Minimum Viable Product scope.
* Develop and document Use Cases for new workflows and Change Use Cases for modified workflows in collaboration with DEECA IT team using standard formats.
* Liaise with the Department’s IT team to evaluate other existing systems and platforms across the Department that may provide similar functionality.
* Undertake gap analysis with Resource Rights Allocation and Management (RRAM) and RMSVic, and any other identified DEECA systems, capability, and develop and document potential options for the development of a Day 1 MVP workflow management system.
* Identify systems implementation processes, costs and capabilities required to adapt seamlessly to new processes and technologies.
* 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**

* Knowledge and understanding of IT platform development processes, and experience in scoping and workflow design.
* Extensive experience in planning, leading, managing and delivering complex projects within the scheduled timeframe, scope and budget.
* Demonstrated experience building strategic relationships and proven ability to influence and gain consensus and work collaboratively with a diverse range of internal and external stakeholders.
* Sound conceptual and analytical skills, with the ability to develop innovative solutions to complex issues.
* Highly developed communication skills, including an ability to develop and deliver clear and concise briefs, reports and other project documentation.
* Demonstrated leadership skills with the proven capability to collaborate with peers and senior managers, build a positive team culture and align teams with organisational values and goals.
* A relevant project management qualification such as PRINCE2 and post graduate qualifications in a relevant discipline would advantageous.
* Experience working in a regulatory context either directly within a regulator or indirectly in a role interfacing with a regulator is desired.

**Capabilities**

* **Project Delivery:** Is regarded as a thought leader in project management; Considers historical, political and broader context to inform project direction and mitigate risk; Engage key stakeholders at senior levels; Balances the needs of clients, team, and the organisation.
* **Stakeholder Management:** Identifies and manages a range of complex and often competing needs; Facilitates innovative solutions to resolve stakeholder issues.
* **Influence and Persuasion:** Develops long-term & multi-phased plans to influence others; Implements complex strategies to build buy-in from key internal & external clients/stakeholders; Effectively negotiates with clients/stakeholders to achieve desired outcomes.
* **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.

Position specific requirements

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| Financial Delegation Value | N/A |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work
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| 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 may require out of hours work that could 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.The role requires ongoing training and skills development to ensure effective and up to date practices are implemented. All Earth Resources Regulation’s Inspectors will complete a minimum of 10 days per year on specified training covering various topics including (but not limited to) safety, tools and equipment, legislation, inspectors’ powers, undertaking investigations and community engagement. |
| 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