# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Policy Advisor |
| **Position number:** | 50949784 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Resources Victoria |
| **Division & Branch:** | Earth Resources Regulator / Regulatory Strategy and Practice |
| **Work location:** | 8 Nicholson Street, East Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager, Regulatory Strategy |
| **Direct reports:** | Yes  No If yes, how many? 1 |
| **Further information:** | Rob Mackay, A/Director, Regulatory Strategy and Practice: [rob.mackay@deeca.vic.gov.au](mailto:rob.mackay@deeca.vic.gov.au) |

Position purpose

The Senior Policy Advisor is responsible for researching and developing strategic policy advice on issues and risks affecting the Earth Resources sector to inform the development, implementation and continuous improvement of Resources Victoria’s regulatory strategy. Working closely with colleagues, the department’s policy, co-regulators and other stakeholders, the Senior Policy Advisor provides analysis and advice regarding legislation and regulations administered by Resources Victoria, including researching and preparing ministerial briefings and executive advice, developing operating policies, guidelines, standard operating procedures, and other related documentation for the regulation of earth resources sites.

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

* Analyse, research and develop authoritative policy advice, including high quality reports, briefs and correspondence, public reports and recommendations on strategic regulatory policy, applying knowledge and understanding of the sector, in particular in connection to designing and delivering the regulatory strategy.
* Provide effective leadership and management of the team by modelling organisational values and behaviours integral to good people management, supporting individuals to achieve their potential, including developing team members’ capabilities to resolve complex issues through a process of consultation and negotiation.
* Interpret and analyse data to support policy development and decision-making, interpreting and communicating meaningful insights, planning and delivering projects and programs that support the delivery of the strategy.
* Consult with relevant internal and external stakeholders, conduct workshops to gather information and publish a range of internal and external policy, guidelines, manage information on webpages, factsheets and other related documentation and processes to support the delivery of the regulatory strategy.
* Collaborate with colleagues across the Group to implement strategic policies and practices and evaluate their adoption.
* Prepare high level advice, briefings and correspondence regarding the regulation of rehabilitation and other functions of the regulator and work with colleagues to inform training for the adoption of the strategy, operating policies, guidelines, standard operating procedures and work instructions by internal and external users.
* Develop and maintain constructive working relationships with colleagues across the Group, the department’s legal services and other Victorian public sector agencies, co-regulators and stakeholders to ensure documents are of a high quality and advice on issues to Earth Resources Regulator activities is effective, timely and authoritative.
* Attend and participate in regulatory forums or senior management committees, as required, to inform or seek approval on the development of regulatory documents and participate actively as a member of the regulator’s whole team to support a collaborative and supportive workplace and undertake tasks as required from time to time for the team to deliver on its priorities.
* 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 in law, public administration, business management, natural resource management or a relevant field is mandatory.
* Extensive experience in preparing policies, guidelines, strategies and standard operating procedures, preferably in a natural resources context.
* Sound conceptual and analytical skills, with the ability to develop innovative solutions to complex issues.
* Excellent verbal and written communication skills, with experience in preparing clear and concise briefs, reports and other documentation.
* Experience working in a regulatory context, either directly within a regulator, or indirectly in a role interfacing with a regulator would be advantageous.

**Capabilities**

* **Stakeholder Management:** Takes into account wider business context within business unit when considering options to resolve issues. Identifies recurring problems and prevents future recurrence by integrating solutions into work process. Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.
* **Critical Thinking and Problem Solving:** Takes into account wider business context within business unit when considering options to resolve issues. Identifies recurring problems and prevents future recurrence by integrating solutions into work process. Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.
* **Policy Design and Development:** Formulates & communicates public policy options & recommendations; Develops a clear narrative for the policies and business cases including clear problem definition and objectives; Considers impact of policy to strategic plans, community needs, complementing programs and policies across the service.
* **Managing People**: Holds self and team accountable to public sector values and agreed performance standards; Supports achievement of outcomes by anticipating and resolving issues; Establishes and implement actions to increase level of people engagement; Creates opportunities for recognising performance.

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 |
| 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 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’.

**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)