# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Manager, Systems, Insights and Quality |
| **Position number:** | 50949809 |
| **Classification:** | VPS Grade 6 |
| **Salary range:** | $138,631 - $185,518 plus superannuation |
| **Employment type:** | Fixed Term until 30 November 2026 |
| **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:** | Director, Regulatory Strategy and Practice |
| **Direct reports:** | Yes  No If yes, how many? 6 |
| **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 Manager, Systems, Insights and Quality is responsible for leading the development and enhancement of operational systems, policies and processes to ensure the accountability, integrity, and effectiveness of regulatory practices within Resources Victoria. The Manager drives a culture of continuous improvement and trasparent decision-making through championing the adoption of modern business systems and practices, performance reporting and insights. Additionally providing support to key internal stakeholders in managing quality assurance and regulatory policy frameworks including ministerial correspondence and briefing processes, governance committees, industry and stakeholder forums relating to the regulation of the earth resources sector.

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

* Design and implement a business systems quality assurance framework to support robust and transparent regulatory decision-making and operational practices. Lead the ongoing review, development, implementation and evaluation of processes to build a stronger understanding and consistent performance of regulatory policies and processes relating to the regulation of the earth resources sector.
* Lead and manage the maintenance and improvements in the Resource Rights Allocation and Management (RRAM) system to ensure its operational effectiveness and efficiency, including managing and maintaining integrations with other corporate systems and delivering minor enhancement projects.
* Work proactively with Resources Victoria functional groups, co-regulators, business system end-users and other stakeholders, to inform and champion the adoption of modern business practices, systems, technology and processes.
* Manage the delivery of the governance operating model to provide improved governance arrangements that support robust and transparent regulatory decision-making. This includes making recommendations for continuous improvement, annual business planning, responses to Ministerial Statements of Expectations and other external reporting obligations, Memorandum of Understandings with co-regulators, risk framework, statutory delegations, audits, performance and public reporting.
* Working with Resources Victoria colleagues, manage and support the ongoing delivery of governance committees, industry and stakeholder forums, Ministerial correspondence and briefings, Freedom of Information requests and Cabinet Services procedures relating to the regulation of the earth resources sector.
* Lead and manage a small high performing 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.
* 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**

* Tertiary qualifications in public administration, business management, change management, information technology or other relevant discipline is mandatory.
* Demonstrated experience reviewing and/or developing, implementing and evaluating processes that influence a stronger/consistent performance outcome.

**Capabilities**

* **Managing People:** Role models ethical leadership through decision making and interactions with people; Creates an organisational culture that enables others to perform at their best and achieve outcomes the organisation; Champions people engagement as an organisational priority; Provides thought leadership on people management across the service.
* **Strategic Planning:** Guides others through the strategic planning process, creating a shared vision for the future. Has a comprehensive understanding of external and internal issues that influence the strategic direction of the organisation. Ensures that overall strategic plan cascades to operational and team planning processes and performance plans; Provides subject matter expertise and building capability of others.
* **Future Focus:** Communicates a clear and compelling vision for the future to the organisation that is meaningful to others. Works across different agencies, levels of government and the private and not-for-profit sectors to gain insight and information around future trends impacting the VPS; Articulates and drives implementation of strategies that align with organisational vision and purpose
* **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.

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)