# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Policy Officer |
| **Position number:** | 50927616 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Water and Catchments Group |
| **Division & Branch:** | Catchments and Communities; Waterway Policy and Programs |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available:  Yes  No |
| **Reports to:** | Manager, Long Term Reform Design |
| **Direct reports:** | Yes  No If yes, how many? N/A |
| **Further information:** | Veronica Lanigan on 0408 396 288 OR [veronica.lanigan@deeca.vic.gov.au](mailto:veronica.lanigan@deeca.vic.gov.au) |

Position purpose

You will be developing and implementing strategies, policies and programs that deliver positive environmental outcomes and climate change adaptation for waterways. The role will involve scanning for emerging directions and challenges and the design of policy initiatives to address these. The position will drive development of new policy for the medium to long term, including the next Victorian Waterway Management Strategy, management of projects that inform policy development, and influencing the design of programs to ensure integrated waterway management.

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 three branches:

* Waterway Policy & Programs
* Catchment Programs & Rural Policy
* Intergovernmental Policy

*The Branch*

The Waterway Policy and Programs Branch will respond to current environmental challenges and be responsible for leading environmental policy. It will provide environmental input into WCG strategies and policies. The Branch will continually adapt waterway management and achieve positive environmental outcomes from integrated actions such as delivering water for the environment, revegetation and managing invasive species.

Accountabilities

* Lead components of work to support the finalisation of the Victorian Waterway Management Strategy.
* Provide expert advice on complex water policy issues, and particularly the strategic design of policies.
* Lead policy analysis to influence the broader natural resource management framework and ensure alignment and integration across relevant DEECA program areas.
* Provide authoritative and timely advice and recommendations to executive management and other senior staff in relation to the design of the Victorian Waterway Management Program and environmental policy.
* Lead and manage workstreams to implement a variety of policy reforms that deliver positive waterway outcomes in Victoria, such as those related to implementation of the *Victorian Waterway Management Strategy*, sustainable water strategies (*Central and Gippsland Region Sustainable Water Strategy*), and *Water is Life*. You will work across stages of project scoping, planning, engagement, implementation and budget management, resolving operational service delivery problems consistent with program objectives under limited direction.
* Contribute to Water and Catchments Group administrative responsibilities, strategic priorities and other duties as required, including preparation of memos, briefings and correspondence.
* 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**

* Highly desirable - Tertiary qualifications in natural resource management, science or public policy or other relevant discipline.
* Highly desirable - A demonstrated understanding and experience of Victoria’s catchment and water management framework.
* Highly desirable - Knowledge of the Victorian Aboriginal Affairs framework and a demonstrated commitment to and experience in Traditional Owner self-determination

**Capabilities**

* **Policy Design and Development** – Keeps up to date with a broad range of contemporary issues; Develops complex and far-reaching business case proposals. Builds trusting relationships with Senior Leaders across the VPS to engender support for proposals. Provides thought leadership to others on area of expertise.
* **Critical Thinking and Problem Solving** –Considers a broad range of topics (beyond immediate area of work), works across government and at senior levels to develop and deliver sustainable solutions.
* **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.
* **Innovation and Continuous Improvement** – Drives a culture of quality by design where quality practices are embedded in the service and solution delivery process; Shares expertise and relevant information to support continuous improvement and innovation; Establishes metrics that evaluate quality and effectiveness of work delivered; Models and encourages new & different approaches, ways of working & solutions that will deliver outcomes beyond client or stakeholder expectations.

Position specific requirements

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| Financial Delegation Value | $0. 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 |
| 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)