# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Manager Health and Wellbeing |
| **Position number:** | 50936146 |
| **Classification:** | VPS Grade 6 |
| **Salary range:** | $138,631 - $185,518 plus Superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Corporate Services |
| **Division & Branch:** | People and Culture, Workplace Services |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Jasmine Filmer, Director Workplace Services 50926873 |
| **Direct reports:** | Yes  No If yes, how many? 4 |
| **Further information:** | Jasmine Filmer 0409 562 961 |

Position purpose

The Manager Health and Wellbeing is responsible for leading the strategic direction and delivery of the department’s health, wellbeing and medical priorities by overseeing and developing appropriate initiatives, programs and services. The position is responsible for overseeing complex case management, developing strategies and interventions to support the wellbeing of our people, injury management and return to work, and the department’s Fit for Emergency Program. The role will lead the departments approach to providing a psychologically safe workplace through a range of interventions and offerings aligned to prevention, early intervention and appropriate response.  
  
The role will be responsible for strategic engagement with our external providers across the health, wellbeing and medical portfolios. This includes our WorkCover Insurer, Return to Work Victoria and the regulator, our Employee Assistance Program provider, and providers of critical wellbeing support services. As an experienced health and wellbeing professional, you will contribute to a centre of excellence that will enable the further development of DEECA’s wellbeing culture.  
  
The Health and Wellbeing Team is committed to creating a psychologically safe work environment that provides flexibility, safety and supports that promote the health and wellbeing of all departmental employees.

Context

*The Group*  
Corporate Services comprises seven divisions which includes People and Culture, Finance, Information Services, Digital and Customer Communications, Legal and Governance, Strategic Operations and Strategy and Performance. Each deliver services and expert advice that enables the department to be a sustainable, vibrant, and efficient organisation

*The Division*  
People and Culture develop the capability of our people and promote a safe working environment for all. The division works to build an organisational culture that drives high performance through strong leadership, diversity and inclusion, innovation, workforce agility and flexibility.

*The Branch*  
Workplace Services is a key centre of expertise that provides strategies, frameworks and tools for wellbeing, safety and industrial relations that support the department in delivering on its corporate objectives through its people and promotes a safe working environment for all.  As the centre of expertise for wellbeing, safety, industrial relations, integrity, business partnering and end-to-end case management, the success of the team is dependent on its ability to collect and analyse information to deeply understand trends and challenges and maintains a contemporary problem solving and best practice approach.

The branch partners with groups and delivery areas to understand key risks, gaps and priorities and uses this understanding to develop proactive and innovative solutions that meet the needs of DEECA employees and business areas and align to legislative requirements and strategic priorities set by the Secretary and Executive Board. 

Accountabilities

* Develop and lead on the department’s strategic direction to support the delivery of mental health, wellbeing and medical services, programs and processes across the department.
* Provide strategic oversight of the health, wellbeing, injury management and early return to work services and programs for injured workers as well as the Fit for Emergency Program.
* Provide effective leadership that incorporates role modelling DEECA Leadership Model principles and habits, making clear decisions about the prioritisation of work and the allocation of resources (based on organisational needs) to ensure the team is working sustainably.
* Manage an area with significant budget responsibilities, including targeting investment to minimise DEECA's WorkCover premium and risk profile while balancing departmental costs.
* Provide specialist advice, analysis and reporting on DEECA’s health, wellbeing, and medical programs to Executives and senior management.
* Provide strategic oversight of departmental contracts such as the Workplace Wellbeing Services, Employee Assistance Program, workers compensation insurer and other health programs with the department’s contracted medical provider.
* Confidently represent the department with internal and external stakeholders, working groups and committees to influence stakeholders holding competing priorities and views, ensure cross collaboration and engagement and a focus on understanding issues across partner or portfolio agencies.
* 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**

Specialist/Technical Expertise

* Tertiary qualification in wellbeing, OH&S, injury management or equivalent professional experience.
* Specialist knowledge of wellbeing, OH&S legislation and/or workers compensation scheme in Victoria is required.
* Experience in managing a team of health, wellbeing and/or injury management professionals is desirable.
* Experience in managing budget requirements in relation to health and wellbeing programs is desirable.

**Capabilities**

* 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.
* Business and Commercial Acumen: Drives a culture of value add and/or return of investment. Considers economic indicators to inform strategic direction and manage organisational risk. Drive efficiencies in back office functions to better support the business.
* Customer Focus: Assess effectiveness of service delivery against leading services; Challenges others to deliver service excellence; Looks for long term benefits to the client.
* Systems Thinking: Assesses situations and identifies the best systems tools for analysing, understanding the system and addressing problems; Can apply system archetypes to identify common dynamics that appear in different situations; Identifies & understands the impact of particular courses of action on other parts of the organisation or more broadly.

Position specific requirements

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| Financial Delegation Value | $20,000 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 * Emergency response work * Exposure to potentially traumatic events or information, High job demands and at times, requiring prompt response and management of competing demands |
| 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)