# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Infrastructure and Assets Officer |
| **Position number:** | 50925723 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus Superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Forest and Fire Operations; Barwon South West (FFOD) |
| **Work location:** | Flexible within Barwon South West Region  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager, Operational Infrastructure and Assets |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Andrew Dixon on 0467 734 073 |

Position purpose

The Senior Infrastructure and Assets Officer will work with the Manager, Operational Infrastructure & Assets to manage and maintain the region's operational infrastructure and assets in line with emergency management and operational requirements.

The Senior Infrastructure and Assets Officer will support the implementation of asset management approaches which promote the efficient and effective management of operational infrastructure and equipment, including Fire Lookout Towers, Fleet, ICCs, and other important capability inputs.

The Senior Infrastructure and Assets Officer will also contribute to the regional prioritisation of infrastructure and asset investment.

Context

**Group**

Bushfire & Forest Services (BFS) is the public land manager for 3.2 million hectares of State forests, including delivery and maintenance of recreation assets, tourism services and forest health activities, and leads DEECA’s works across the state in preparing for and responding to fire and other emergencies on public land to reduce impacts on people, property and the environment.

BFS employs over 1,500 people in every corner of Victoria, with an additional seasonal workforce that contributes to Victoria’s bushfire response capability. We create local jobs, employing people from the communities we serve.

BFS provides high quality advice to government on forest, and fire and emergency management. As one of DEECA’s primary connections to local communities across the state, the group also provides valuable intelligence on how policy and programs can be designed and delivered to better meet the needs of Victorians.

**Division**

The Forest and Fire Operations Division delivers integrated forest and fire management activities across state forests. We deliver forest health programs, promote and manage recreation and tourism sites, and maintain the majority of the public land road network.

Under the Forest Fire Management Victoria (FFMVic) banner, we work with Parks Victoria and Melbourne Water to undertake bushfire management activities across all public land in Victoria. We undertake fuel management and other prevention activities as well as deliver bushfire response. We undertake our bushfire management activities as a part of our broader land management responsibilities.

We are the lead emergency management agency for bushfire and a support agency for a range of Class 2 emergencies.

**Branch**

The Regional Bushfire & Emergency Management (BEM) Team is responsible for maintaining the capability required to meet readiness and response arrangements for bushfires on public land. The Regional BEM Team is structured to support effective capability management, with dedicated teams focused on identifying current and emerging EM capability needs, defining training needs and delivering training programs utilising specialist trainers, and identifying and managing plant, vehicles, other equipment and infrastructure in line with capability requirements. The Regional BEM Team will also manage district and region rostering, ensuring people capability is managed equitably, effectively and efficiently across all rosters and aligns with Standard of Cover requirements and supports class 2 emergencies as required.

The Regional BEM Team will lead engagement with key emergency management partners in the region to ensure strong relationships, knowledge sharing and collaboration enable effective seamless inter-agency readiness and response. The team will also work closely with the State BEM to contribute to the annual Standard of Cover review and deliver on the preparedness program.

Accountabilities

* Coordinate the Region's plant, vehicle, specialist equipment and facility maintenance, repair, and replacement programs in collaboration with regional and district staff.
* Establish key strategic alliances with suppliers, to ensure reliable and cost-effective servicing and repair of the Region's infrastructure and resources.
* Develop and deliver asset condition, criticality assessments and replacement plans, programs, and procedures.
* Manage infrastructure and resources initiatives and capital works projects within the region as they arise.
* Assist with the management of the Region’s fleet of mobile plant, heavy vehicles, and fire vehicles.
* Work with the Forest and Fire Assets section and District staff to coordinate maintenance and improvements to the Region's Fire Lookout Towers and Airbases.
* Represent the Region on project and procurement initiatives that provide fit for purpose forest fire plant, vehicles, equipment, and facilities.
* 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**

* Demonstrated knowledge of DEECA's bushfire and emergency management arrangements
* Demonstrated ability to provide technical advice to senior management on asset investment and maintenance.

**Capabilities**

* **Working Collaboratively**: Cooperates and works well with others in pursuit of team goals; Steps in to help others where required; Accepts changed priorities without undue discomfort.
* **Innovation and Continuous Improvement**: Seeks opportunities for continuous improvement and ways to innovate; Offers suggestions and ideas, encourages others to do the same.
* **Critical Thinking and Problem Solving**: Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions. Applies critical thinking and problem-solving concepts in the right context.
* **Stakeholder Management**: Takes steps to add value for the client or contractor; links people with other areas as appropriate; monitors client and contractor satisfaction; constructively deals with contractor issues.

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 * Field work * Manual handling * Use of hazardous substances * Emergency response 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)