# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Business Analyst, Program Compass |
| **Position number:** | 50966929 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Fixed Term for 24 Months |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Infrastructure and Resources; Technology and Logistics |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Business Analysis Lead |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Steve White – Business Analysis Lead on 0411 047 113 |

Position purpose

The Business Analyst, Program Compass is a member of the Program Compass and Delivery & Implementation teams in DEECA’s Bushfire & Forest Services (BFS) Group.

This role will be responsible for mapping and analysing current business processes and methods for learning and development activities across the group, including identifying pain points and opportunities for improvement. The person will then utilise strong consulting skills to liaise with business subject matter experts and learning strategy and design specialists to propose an enhanced future state capable of supporting BFS staff in all required emergency management activities.

The successful applicant will then continue through the delivery phase of the program, assisting with the configuration of supporting technology platforms and delivery of learning content. They will also be involved in testing and training as the new business processes are implemented.

Context

Bushfire and 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, to reduce impacts on people, property and the environment.

Underpinned by our commitment to work in partnership with Traditional Owners, BFS collaborates across government and DEECA to deliver key policies and outcomes in support of communities and industries that use our forests and is directly responsible for recreation policy and service delivery in state forests.

BFS plays a key role in working alongside emergency services under the Victorian Government’s ‘all communities, all emergencies’ operating framework, including meeting DEECA’s responsibilities before, during and after an emergency event.

BFS undertakes regulatory functions for biodiversity, public land use and fire prevention, leads development and advice on forest, fire and emergency management policy, strategy and legislation, and delivers safe and fit-for-purpose capability solutions including statewide assets, equipment, technology and learning, ensuring consistency with the Victorian Government’s broader strategic objectives.

The Infrastructure and Resources Division (IRD) provides statewide design and delivery of operational enablers essential for effective bushfire, and forest management and conservation regulation, as well as broader program and service delivery by FFMVic and BFS.

This enables the BFS, FFMVic, and other stakeholders to protect communities, public land and the environment. Our people are our key assets in delivering for BFS and Victorian communities.

IRD has responsibilities and expert specialist capabilities in relation to the provision of safe, fit-for-purpose capability solutions encompassing state-wide specialist firefighting fleet and aviation assets, strategic statewide roading and capital works, uniforms (including PPC and PPE), equipment, supply chain services, data and technology, communications and strategic program management.

The Technology and Logistics Branch delivers organisation change intervention initiatives, technological solutions, data analytics, communications, and supply chain support to enhance operational effectiveness and strategic decision-making. It supports over 40 fire and emergency management application and manages the statewide bushfire communications infrastructure, which includes over 8,000 radios.

Through a dedicated supply chain function, supported by more than 90 commercial arrangements, the branch ensures the seamless provision of warehousing, integrated stock control, and ordering systems to supply uniforms and operational equipment to FFMVic and related entities.

**Program Compass**

The Program is established to lead a response to a recently conducted review of BFS Emergency Management learning and development activities.

A more strategic, forward-looking learning agenda is needed to support organisational transformation and performance uplift will help realise:

* A world-class Learning & Development model for DEECA BFS will drive excellence by fostering a **strategic, well-aligned workforce** that supports emergency management priorities.
* Strong **governance structures** will ensure accountability and effective decision-making across leadership roles.
* Embracing **modern learning approaches**, including Virtual Reality (VR), simulations, and real-time data analytics so DEECA BFS will enhance training effectiveness and adaptability.
* **Clear alignment** between workforce capabilities and operational priorities will strengthen organisational resilience.
* **Inclusive and accessible training pathways** will empower diverse learners, ensuring quality and risk management are upheld.
* Well-supported **trainers and learners** will benefit from streamlined access to resources, equipping them for success in an evolving sector.
* **Continuous improvement, innovation, and readiness**, positioning DEECA BFS as a leader in workforce development.

The Program is Not a ‘business as usual’ uplift. The Program requires structural, cultural, and operational changes in how BFS governs, delivers, and scales learning and development from an emergency management perspective

Accountabilities

* Engage business and learning specialist stakeholders independently and produce required project deliverables
* Map current and future state business processes, eliciting contributions from a range of business, specialist and project stakeholders
* Identify opportunities for process enhancements and automation to streamline training and development activities
* Elicit and document detailed requirements from stakeholders and ensure the program aligns with organisational goals and emergency management policies and procedures
* Produce a range of business analysis artefacts throughout the lifecycle of the project using techniques and formats appropriate to the needs of the project
* Perform a range of analytical tasks related to business improvement initiatives and learning and development activities, using tools like Power BI and Excel, to provide actionable insights and support recommendations
* Assist in establishing and maintaining strong governance structures to ensure accountability and effective decision-making.
* Support the integration of modern learning technologies, such as VR and simulations, into training programs to enhance effectiveness and adaptability.
* Drive continuous improvement initiatives to ensure the program remains innovative and responsive to changing needs.
* 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**

* Substantial experience as a Senior Business Analyst, with strong stakeholder management skills and diverse experience in multiple organisations. Experience should include extensive experience in business process analysis and redesign, with exposure to Six Sigma, Lean Manufacturing, Total Quality Management (TQM) or similar highly desired.
* Demonstrated Tertiary degree in an information technology or information systems-related discipline, or a degree in another discipline plus a postgraduate qualification in IT or related discipline, or an equivalent combination of experience and/or education/training.
* Experience in uplifting workplace learning and development capabilities is highly desired.

**Capabilities**

* **Outcomes Thinking** – Accomplished - Establishes mechanisms to monitor impact of work on the community; Ensures team/organisation’s operating and delivery model is designed in ways that creates a positive impact on community.
* **Systems Thinking** – Accomplished - Diagnoses trends, obstacles & opportunities in the internal and external environment that connect to own work and teams work; Coaches others in using systems thinking to solve problems and create solutions; Understands the linkages between systems and communities to inform policy; Conceptualises and defines the systems working within the organisation.
* **Data Literacy – Accomplished -** Considers data volume, variety, velocity, and veracity to establish data collection (e.g. data parameters, data structure) and analysis (e.g. analysis equations, data visualisation) approach; Derives value from data sets to enable immediate and/or future decision making (predictive). May have expertise in formulation basic data models or algorithms.
* **Stakeholder Management – Accomplished -** Identifies issues in common for one or more clients or stakeholders and uses them to build mutually beneficial partnerships; Identifies and responds to stakeholder’s underlying needs; Uses understanding of the stakeholder’s organisational context to ensure outcomes are achieved.

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)