# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Learning and Development Program Manager, Program Compass |
| **Position number:** | 50966917 |
| **Classification:** | VPS Grade 6 |
| **Salary range:** | $138,631 - $185,518 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 |
| **Reports to:** | Kristian Gleeson, Manager Delivery & Implementation |
| **Direct reports:** | Yes  If yes how many? 3-9 |
| **Further information:** | Kristian Gleeson, 0439 639 702 |

Position purpose

The Learning and Development Program Manager, Program Compass will lead the delivery of Program Compass, enhancing the Bushfire and Forest Services (BFS emergency Management System and Learning. This role involves ensuring effective governance, reporting, stakeholder engagement and communication.

The Program Manager will oversee specialist resources, including business analyst and change management professionals to deliver high quality program outputs such as strategies, learning frameworks, and policy proposals.

By effectively managing these responsibilities, the program manager will contribute to developing a strategic, well aligned workforce that supports emergency management priorities and drives continuous improvement within the BFS emergency Management Learning Systems.

Context

Bushfire and Forest Services 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 organisational reform 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 applications 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**

This 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 organizational 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

* Lead the delivery of Program Compass and ensure delivery of all projects within the program.
* Establish then lead the program management office that supports good governance and effective delivery of the Program.
* Ensure effective program reporting, stakeholder engagement and communication and program management (including risk management and financial management).
* Lead specialist resources including business analysts, learning strategists, change management and, project management.
* Ensure program outputs including strategies, learning frameworks, organisation change proposals, policy proposals and learning content are of the highest quality and meet the needs of the stakeholders.
* 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**

* Project management / change management qualifications and experience leading complex business reform programs.
* Proven successful delivery of projects that include business process and practice reform.
* Desirable, demonstrated experience in workplace learning and development.

**Capabilities**

* **Strategic Planning – Accomplished -** Coaches others and engages key stakeholders in strategic planning process. Thinks at the whole of system level and undertakes internal and external scanning, considering wide-ranging possibilities in developing a vision for the future; Translates strategic direction into team and individual plans and daily activities for self and others.
* **Flexibility and Adaptability – Accomplished -** Adapts systems & processes quickly to changed priorities & situations.
* **Critical Thinking and Problem Solving – Accomplished -** Takes into account wider business context within business unit when considering options to resolve issues. Identifies recurring problems and prevents future recurrence by integrating solutions into work process. Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.
* **Working Collaboratively – Accomplished -** Guides others to create a culture of collaboration; Identifies, and works to overcome, barriers to knowledge or information sharing; Identifies opportunities to work with other teams to deliver outcomes.

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)