# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Risk Analyst |
| **Position number:** | 50942892 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Service Group |
| **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 Strategy, Risk and Spatial Services |
| **Direct reports:** | Yes  No |
| **Further information:** | Chris Medlin, 0418 549 882 | chris.medlin@deeca.vic.gov.au  or Peter Ashton, 0457 476 830 | peter.x.ashton@deeca.vic.gov.au |

Position purpose

The Risk Analyst will manage and support the delivery of high-quality forest and fire risk analysis services. The purpose of this role is to support service excellence in delivering forest and fire management planning and to contribute to a high performing culture.

The Risk Analyst will provide fire risk assessment services to a variety of stakeholders across agencies, government and for the community to ensure the consistent, integrated, and efficient delivery from within the Bushfire and Forest Services Group.

The Risk Analyst will be an active member of the Forest and Fire Planning Unit, contributing to the delivery of group, departmental and inter-agency priorities, and to building an inclusive and high performing workforce that is customer focussed, collaborative, professional and engaged.

Context

***The Group***

Bushfire and Forest Services manages State forests, coasts and other public land, and delivers integrated, accessible and high-quality programs, projects and services across all DEECA portfolio areas, working collaboratively with local communities and other partners. The group provides high-quality advice to government on forest, fire and emergency management, and has a lead role in preparing for, responding to, and recovering from fire and other emergencies, to reduce impacts on people, property and the environment. As DEECA’s main connection to local communities and environments across the state, the group provides valuable intelligence on how policy and programs can be designed and delivered to better meet the needs of Victorians.

***The Division***

The division also works across the department with Victoria partners, and fire and emergency management agencies to support the operational implementation and collaborative principles of Safer Together to reducing the risk of bushfire in Victoria.

***The Branch***

The Region leads the development and implementation of regional strategic planning for forest, fire and emergency management (including infrastructure), underpinned by strong and effective partnerships and consistent with departmental requirements.

Accountabilities

* Undertake strategic planning processes to improve bushfire and land management across the Barwon South West Region.
* Undertake complex fire modelling and risk analysis using spatial databases, GIS and specialist bushfire modelling software, including working with SQL and scripting (R or Python).
* Develop risk-based products to guide strategic planning and delivery.
* Assist team members with the delivery of their projects and tasks to improve forest and fire risk assessment data, products, tools and systems.
* Collaborate with planning teams within the Country Fire Authority and other fire management organisations for the provision of risk analysis services for the sector.
* Effectively communicate complex issues to a range of audiences and build collaborative relationships with DEECA and Parks Victoria staff, Country Fire Authority, Fire Rescue Victoria and Local Government, research organisations, suppliers and community to support the integration of the latest science and technological innovations into forest and fire risk assessment using the latest tools and methods.
* As an active member of the Forest and Fire Planning Unit, contribute to the delivery of group and departmental priorities, and to building an inclusive and high performing workforce that is customer focussed, collaborative, professional and engaged.
* Ensure the highest ethical standards in the delivery of all the department’s objectives, with a strong commitment to the DELWP values, including safety and wellbeing.
* 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**

* Geographic Information Systems (GIS), spatial analysis and computer modelling skills experience are highly desirable
* Experience in one or more of the following is highly desirable:
  + Fire science
  + Fire behaviour modelling and analysis
  + Practical experience in how fire behaves in different landscapes
* Relevant tertiary qualification in science, forestry, natural resource management or equivalent is desirable
* Experience in one or more of the following is also desirable:
  + Strategic plan development
  + Structured Decision Making (SDM)
  + Large database management and/or basic programming skills (specifically in the use of SQL, Python, etc).
  + Practical experience with land and fire management

**Capabilities**

***Working Collaboratively***

*Builds trust and rapport with others; Sets common goals through a high degree of empathy; Display willingness to share control and responsibility with peers, the service, external partners, and community in the delivery of work and outcomes.*

* Build a supportive and cooperative team environment.
* Engages other teams to share information in order to understand or respond to issues.
* Support others in challenging situations.

***Innovation and Continuous Improvement***

*Synthesise ideas and concepts across diverse disciplines to develop new and different ways of thinking, working or delivering solutions; Strives to improve efficiency, effectiveness, and quality of work.*

* Seeks opportunities for continuous improvement and ways to innovate.
* Offers suggestions and ideas, encourages others to do the same.
* Leverage on existing continuous improvement systems and procedures to improve outcomes, quality & efficiency of work.
* Creates space for learning and innovation by seeking for input and feedback from others.

***Critical Thinking and Problem Solving***

*Objectively analyse and evaluate available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions.*

* 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.

***Communicate with Impact***

*Use various communication media to convey information, ideas, and insights in ways that maximises understanding of key messages; Possess good written and verbal communication skills.*

* Identifies key messages & information required for decision-making.
* Provides high level advice on influencing and the needs of target audiences.
* Provides advice on the content and style appropriate to the audience.

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 * Driving (including off road) * 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).  This position has a requirement that will involve occasional overnight travel. |
| 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)