# Department Energy, Environment and Climate Action

Position Description





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## Position details

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| **Position title:** | Senior Planning Officer – Major and State Projects |
| **Position number:** | 50966531 |
| **Classification:** | VPS 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Fixed term to 31 July 2026 |
| **Group:** | Regions, Environment, Climate Action and First Peoples |
| **Division & Branch:** | Regional Directorate – Grampians, Planning and Environment Assessment |
| **Work location:** | Flexible within Victoria Hybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | Team Leader, Planning and Environment Assessment – Major and State projects |
| **Direct reports:** | [ ]  Yes [x]  No If yes, how many?  |
| **Further information:** | Louisa Smith 0472 870 196 or louisa.x.smith@deeca.vic.gov.au |

Position purpose

The Senior Planning Officer, Major and State Projects delivers and oversees environmental and biodiversity advice and maintains associated records, specifically related to the Victorian Murray Floodplain Restoration Project (VMFRP). The Senior Planning Officer works collaboratively with other members of the Major and State Projects team and statewide Planning and Environment Assessment branch and stakeholders across the department to identify emerging issues, risks and trends impacting on the successful delivery of team priorities, as well as developing solutions. While focused on major and state projects and the VMFRP in particular, as required, the position may also support the delivery of other group and departmental priorities.

Context

**The Group**

The Regions, Environment, Climate Action, and First Peoples Group (RECAFP) is the home of DEECA’s expertise on climate action, the circular economy, environment protection and the management of natural and built assets on public land across Victoria. The RECAFP Group provides advice to the Victorian government on the policy settings, programs and initiatives which will further the implementation of DEECA’s state-wide objectives in the environment and climate action portfolios.

Through its network of regional directorates, the RECAFP Group provides integrated, place-based design and delivery of programs, projects, and services across departmental portfolios. It is also responsible for leading DEECA’s self-determination reform agenda with a particular focus on developing cultural capability, creating a culturally safe working environment, and improving employment opportunities for Aboriginal Victorians across the department.

Working across DEECA, with portfolio agencies, regional communities, service delivery partners, other external stakeholders and ministers the RECAFP Group supports the delivery of services and outcomes for government and Victorian communities.

**The Division**

*Regional directorate*

There are six (6) Regional Directorates; Port Phillip, Barwon Southwest, Grampians, Loddon Mallee, Hume and Gippsland, each led by a Regional Director, providing integrated, place-based design and delivery of programs, projects and services across all departmental portfolios, and supports Bushfire and Forest Services Group in fire and emergency operations.

**The Branch**

*Planning and Environment Assessment*

The Planning and Environment Assessment (PEA) Team manages the environment portfolio's cases for Ministerial referrals under various legislations. With a primary focus on renewable energy projects, state-led initiatives like roads and transport, and place-based proposals overseen by local councils, our work aligns with the highest priorities of both our department and the current government. The PEA Team operates in close collaboration with Planning colleagues at the Department of Transport and Planning, fostering internal partnerships with the Energy and Biodiversity teams. Additionally, the team seeks guidance from technical specialists within the regional Natural Environment and Land and Built Environment teams. The PEA branch comprises four dynamic teams, each with distinct focuses: Energy, State and Major Projects, DEECA Planning Services, and Improvement and Reform. Together, they play a pivotal role in ensuring the successful and sustainable development of projects across our diverse portfolio.

Accountabilities

* Deliver consistent, integrated, efficient and high quality environmental and biodiversity advice and statutory planning responses to support the delivery of major and state projects, in line with current policy, guidance and legislation.
* Maintain records relating to statutory planning and other land planning matters.
* Provide expert advice to the Team Leader and other leaders and decision-makers on statutory planning matters.
* Identify emerging issues, risks and trends impacting on the successful achievement of objectives and priorities and develop options and solutions.
* Contribute to environmental planning priority tasks as requested.
* Contribute to building and maintaining a constructive culture within the branch, including through role modelling constructive behaviours to other staff, demonstrating self-management, taking a proactive approach to identifying and resolving issues, and demonstrating the ability to work effectively under limited supervision.
* 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**

* Relevant tertiary qualification such as planning, science, or environment, or knowledge and experience in application of Victoria’s planning system and environmental regulation framework is mandatory.
* A contemporary understanding of the Victoria Planning Provisions and their application is mandatory
* Experience in preparing and delivering land use planning advice and managing approval inputs into environmental impact assessment is desirable.
* An understanding of Victorian Government policy processes is desirable.

**Capabilities**

* **Communicate with Impact:**Prepares and delivers logical sequential and succinct presentations; Uses clear & concise language; Uses media appropriate to the audience and presents information to develop the understanding of the topic.
* **Project delivery:** Defines tasks to be delivered to meet agreed outcomes; Coordinates and guides others in the execution of work activities; Monitors progress of tasks against plans and takes corrective action when required.   **​**
* **Stakeholder management:**Takes steps to add value for the client or stakeholder; Links people with other areas as appropriate; Monitors client and stakeholder satisfaction; Constructively deals with stakeholder issues.**​ ​**
* **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.

Position specific requirements

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| Financial Delegation Value | 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
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| 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.

**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