# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Assistant Inspector |
| **Position number:** | 50967001 |
| **Classification:** | VPS Grade 3 |
| **Salary range:** | $79,122 – $96,073 plus superannuation |
| **Employment type:** | Fixed Term until 30 June 2027 |
| **Group:** | Resources Victoria |
| **Division & Branch:** | Earth Resources Regulator / Regulatory Compliance |
| **Work location:** | Ballarat  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Andrew Radojkovic, Deputy Chief Inspector, West |
| **Direct reports:** | No |
| **Further information:** | Amanda Wellesley, Acting Chief Inspector: 0449 752 749 |

Position purpose

The Assistant Inspector is part of a team monitoring compliance at exploration, mining, quarrying, and petroleum operations and supporting the energy transition across Victoria. This is done by conducting inspections and audits, exercising powers of entry, and ensuring activities undertaken are compliant with legislation and approvals through education and enforcement. The Assistant Inspector supports the team by ensuring that planning, documentation, record keeping and follow up of required actions are carried out according to required procedures. Carrying out some in-field activities with inspectors, the Assistant Inspector also works with local communities to ensure issues, concerns and complaints arising from operator activities are addressed in a timely and transparent manner.

The Assistant Inspector may also carry out (with the support of another Inspector) the functions of an Inspector as delegated under all acts regulated by Resources Victoria, and as required by other acts delegated from the Minister.

Context

Resources Victoria’s mission is to facilitate informed and responsible earth resources exploration, development, extraction and rehabilitation in Victoria. This includes oversight of mining activities for critical minerals, gold and other metals, petroleum, coal, sand, rock and gravel.

Our priorities are to:

* Increase investment in Victoria’s earth resources, including new critical minerals.
* Build confidence in the performance of the earth resources sector in Victoria and its regulation.
* Secure the supply of quarry materials essential for new infrastructure.

We will deliver this by:

* Applying our specialist scientific and technical expertise to understand Victoria’s geology and create new opportunities for responsible investment.
* Delivering resources policy and legislative reform that enables responsible earth resources activities, from exploration through to rehabilitation.
* Facilitating earth resources projects in a timely and transparent way that safeguards public safety, human health, infrastructure and the environment.
* Working across government to enable investment, while supporting industry with expert advice and clear approvals processes.

Accountabilities

* Provide support to the team by ensuring the activities of the team are planned, coordinated and clearly documented in accordance with departmental record keeping processes; providing information to compliance analysts; and preparing reports, correspondence, and recommendations as required.
* Carry out the functions of an Inspector (Authorised Officer) as delegated under relevant acts including conducting inspections and compliance audits of earth resources and energy transition operations, following up on breaches of legislation, incidents and complaints, implementing the graded enforcement policy, and documenting findings.
* Assist the team in ensuring that Earth Resources sites are conducting effective rehabilitation through desktop analysis, onsite inspections, liaising with the Rehabilitation Liability and Bonds team and following up identified non‐compliance.
* Contribute to the research, analysis and development of compliance‐based input into other areas of Resources Victoria and its stakeholder entities, including licensing matters, work plans (including rehabilitation plans) for Earth Resources and energy transition sites.
* Provide support to the Division to enable effective engagement with industry and community members.
* 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**

* A current valid Victorian driver’s licence is mandatory.
* A current valid Working with Children’s Check is mandatory – if not held, expected to obtain within an appropriate timeframe from appointment.
* Well‐developed written and verbal communication skills including the ability to prepare correspondence, and reports and contribute to the preparation of policies, procedures and guidelines.
* Ability to work both independently and collaboratively as a member of a multi‐disciplinary team and participate in state‐wide compliance programs.
* Familiarity with the mining, extractive, petroleum, energy or heavy earth moving industries, and land, environmental and community issues associated with those industries would be advantageous.
* Experience in compliance, regulation or a compliance role in a regulated industry is desirable.

**Capabilities**

* **Resilience:** Is open to new ideas & approaches. Offers own opinions, asks questions makes suggestions; Does not give up easily; Maintains discipline in keeping to work planned or assigned.
* **Outcomes Thinking**: Articulates how work, policies and services fit into organisation’s objectives; Accepts responsibility for own actions; shows commitment to completing work activities effectively.
* **Stakeholder Management**: Responds to clients’ needs; Keeps the client or stakeholder up to date with issues and developments; Promptly follows through on inquiries, requests and complaints; Takes responsibility for correcting problems promptly.
* **Critical Thinking and Problem Solving**: Seeks resolution of problems through policy or process guidelines; Otherwise seeks guidance by providing information and ideas relevant towards resolution of problem. Understands concepts enabling improvements in critical thinking and problem solving.

Position specific requirements

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| Financial Delegation Value | N/A |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work * Field work including accessing uneven ground. * Manual handling * Driving * 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).  Declaration of private interests.  Authorised officer positions may require psychometric assessments as part of the recruitment process.  This position has a requirement to travel state-wide and occasionally work shift work or out of hours work that will involve evening or weekend work including overnight stays. |
| 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)