# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Capability Planning and Implementation Lead, Program Compass |
| **Position number:** | 50966970 |
| **Classification:** | VPSG6 |
| **Salary range:** | $138,631 - $185,518 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Forest Fire Operations Division, Bushfire and Emergency Management |
| **Work location:** | 8 Nicholson Street, East Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Fiona Dunstan, Director, Bushfire and Emergency Management |
| **Direct reports:** | Yes  No If yes, how many? 1 |
| **Further information:** | Andrew Loader, 0438 491 874 |

Position purpose

The Capability Planning and Implementation Lead, Program Compass will lead a team of subject matter experts to define the capability requirements for Forest Fire Management Victoria (FFMVic) to fulfill its preparedness, readiness and response obligations for Class 1 and Class 2 emergencies, with a particular focus on bushfire emergency and land management capabilities.

Capability Planning and Implementation Lead, Program Compass will oversee the setting of training pathways and requirements, focused on building capability for the short, medium and long term.

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.

Division

The Forest and Fire Operations Division delivers integrated forest and fire management activities across state forests. We deliver forest health programs, promote and manage recreation and tourism sites, and maintain the majority of the public land road network.

Under the Forest Fire Management Victoria (FFMVic) banner, we work with Parks Victoria and Melbourne Water to undertake bushfire management activities across all public land in Victoria. We undertake fuel management and other prevention activities as well as deliver bushfire response. We undertake our bushfire management activities as a part of our broader land management responsibilities.

We are the lead emergency management agency for bushfire and a support agency for a range of Class 2 emergencies.

Branch

The Bushfire & Emergency Management (BEM) Branch supports the Chief Fire Officer and ED FFOD to determine preparedness requirements and ensure those requirements can be effectively met. The BEM Branch is responsible for developing appropriate emergency readiness and response arrangements to support delivery of DEECA’s class 1 Bushfire emergency response, and working with the regions and districts to ensure these arrangements are implemented.

The BEM Branch also plays a key role in building and maintaining Forest Fire Management Victoria (FFMVic) capability, working with FFMVic partner agencies to identify training, asset and equipment requirements, and working with Traditional Owner Corporations and other stakeholders to build partnerships.

The BEM Branch brings together bushfire and EM capability management with predictive services, creating a single branch responsible for the development of long term and short term (in year) capability requirements based on strategic direction, changing climate and predicted seasonal conditions.

Accountabilities

* Lead and implement the capability framework and learning and development strategy, which comprehensively defines and embeds existing capability, identifies and systematically integrates talent capability and assesses the need for new capabilities to meet the ever-changing operating environment for land and emergency management.
* Develop training, learning and development strategies, plans and priorities (underpinned by high quality research and commercial analysis) and lead future capability identification, ensuring the analysis incorporates effective risk management, cost efficiency, operational effectiveness principles and demographic changes, to ensure DEECA and FFMVic is resourced to anticipate and respond to future developments and trends impacting on operational activity
* Identify and develop strategies for future training requirements, consolidating existing capabilities to provide a comprehensive and integrated learning and development approach,
* Lead the delivery of improved and innovative training practices by translating operational needs into training requirements. Work in partnership with state and regional teams and sector partners to ensure the FFMVic workforce has the capability to undertaken land management and emergency management responsibilities.
* Lead the ongoing review and evaluation of effective documentation of products, resources and training outcomes that support the identification of capability needs and gaps to meet operational preparedness, readiness, and response to ensure ongoing compliance with RTO requirements through representation with the industry regulator.
* Represent and promote FFMVic by effectively communicating, negotiating, and build strong relationships with a range of individuals and groups and other key stakeholders.
* Proactively identify and pursue opportunities to work collaboratively with state and national emergency services and land management agencies to promote collaborative arrangements to capability maintenance and improvement in Victoria.
* 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.
* Establish effective stakeholder relationships and communication channels, including the preparation of complex reports, briefings and presentations to influence senior internal and relevant external emergency management stakeholders to achieve project objectives.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* Demonstrated high level understanding and experience in emergency management, preferable with a strong knowledge of emergency preparedness and response arrangements in Victoria. Experience leading programs and projects to manage capability
* Current accreditation to fulfil a senior EM role or ability and willingness to work towards such accreditation
* Tertiary qualification in emergency management, public policy or related field would be advantageous

**Capabilities**

* **Strategic Planning – Leading Level -** Guides others through the strategic planning process, creating a shared vision for the future. Has a comprehensive understanding of external and internal issues that influence the strategic direction of the organisation. Ensures that overall strategic plan cascades to operational and team planning processes and performance plans. Provides subject matter expertise and building capability of others.
* **Develop Capability – Leading Level** Provides thought leadership and high-level advice around capability development at VPS level; Has knowledge of external factors relating to capability development such as demographic trends, skills shortages and future workforce requirements. Appropriately delegates responsibilities to further the development of others; Fosters talent and builds capability of others across the organisation.
* **Lead and Navigate Change – Leading Level -** Identifies long-term organisational change required with a focus on the wider political, social & environmental context. Champions an organisational culture that actively seeks opportunities to improve and where staff engage with and are committed to change. Anticipates, plans for and addresses cultural barriers to change at the organisational or VPS wide level.
* **Working Collaboratively – Leading Level -** Build a culture of collaboration across the organisation. Looks for and facilitates opportunities to collaborate with external stakeholders; Identifies and overcomes barriers to communication with internal and external stakeholders.

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)