# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Manager Priority Assessment Team |
| **Position number:** | 50964421 |
| **Classification:** | VPS 6 |
| **Salary range:** | $138,631 - $185,518 Plus Superannuation |
| **Employment type:** | Fixed Term until 30/6/2027 |
| **Group:** | Regions, Environment, Climate Action and First Peoples |
| **Division & Branch:** | DEECA Regions; Grampians Region |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Sarah McMaster, Senior Manager, Improvement and Reform |
| **Direct reports:** | Yes  No If yes, how many? 1 |
| **Further information:** | Sarah McMaster 0438 961 442 or sarah.mcmaster@deeca.vic.gov.au |

Position purpose

The **Manager Priority Assessment Team** will lead a team providing high quality environment and biodiversty input to support the delivery of major and state projects, with a focus on priority investment projects that contribute to the implementation of the Victorian Government’s Economic Growth Statement. The position will influence and negotiate across a wide range of government and external stakeholders to contribute to the delivery of planning outcomes that support the assessment of priority projects and the protection of biodiversity values. The role requires experience in statutory and strategic planning in a Victorian context and the ability to translate complex environmental concepts from subject matter experts into planning and impact assessment advice that can be implemented through strategic plans, planning scheme amendments, planning permit applications and Environment Effects Statements. The position will mentor and guide team members to develop solutions and achievable recommendations.

While focused on priority projects that deliver on the Victorian Government’s Economic Growth Statement in particular, the position may also be required to support the delivery of other group and departmental priorities.

Context

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**

*DEECA Regions*

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. The Priority Assessment Team is within the Improvements and Reform team. Together, they play a pivotal role in ensuring the successful and sustainable development of projects across our diverse portfolio.

Accountabilities

* Lead a state-wide team of planning and environmental assessment specialists providing timely and authoritative environmental portfolio referral advice to a wide range of stakeholders, including ministers, senior managers, other agencies, local government and proponents, with a particular focus on projects designated as a priority in collaboration with partner agency Department of Jobs, Skills, Industry and Regions.
* Foster strategic relationships with key internal and external stakeholders to facilitate a partnership approach to statutory and strategic planning that ensures priority projects are assessed in an expedited manner under various legislation, including but not limited to the *Planning and Environment Act 1987*, the *Environment Effects Act 1978* and the *Environment Protection and Biodiversity Conservation Act 1999*.
* Provide clear, authoritative advice and recommendations to the DEECA executive and senior decision-makers on environmental and land use planning issues and solutions and prepare reports, submissions, ministerial briefings and other papers, on time, and that demonstrate an understanding of the policy, political and legal context.
* Support emerging policy development in land use planning and biodiversity to support the efficient delivery of planning and environmental advice.
* Represent DEECA in hearings, forums and working groups and ensure the interests of the minister are represented effectively.
* 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 tertiary qualification in land use planning is mandatory.
* Detailed working knowledge of and experience in applying the Victoria Planning Provisions is desirable.
* An understanding of current issues in regional planning and environmental consideration when assessing priority projects for the ongoing economic development of Victoria.
* Proven leadership skills and expertise and a demonstrated capacity to provide policy based technical advice to decision makers.

**Capabilities**

* **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 independently, 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:** Identifies key messages and 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.
* **Stakeholder Management:** Identifies and manages a range of complex and often competing needs; Facilitates innovative solutions to resolve stakeholder issues; Identifies and responds to stakeholder’s underlying needs; Uses understanding of the stakeholder’s organisational context to ensure outcomes are achieved.
* **Managing People:** Holds self and team accountable to public sector values and agreed performance standards; Supports achievement of outcomes by anticipating and resolving issues; Establishes and implements actions to increase level of people engagement; Creates opportunities for recognising performance.

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 |
| 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)