# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Executive Officer |
| **Position number:** | 50949974 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Resources Victoria |
| **Division & Branch:** | Earth Resources Regulator - Office of the Executive Director |
| **Work location:** | 8 Nicholson Street, Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Executive Director, Regulatory Operations |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Laura Helm, Executive Director, Regulatory Operations: 0439 927 293 |

Position purpose

The Executive Officer (EO) provides high level executive and administrative support to the Executive Director (ED) and plays a key role in ensuring the efficient, effective and collaborative operations of the ED’s office. The EO manages the ED’s day-to-day activities, liaises closely with senior executives, external stakeholders and key employees within Resources Victoria and the broader department, and works to ensure administrative support functions are delivered to a consistently high standard.

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 a range of confidential, high-level executive support functions to the Executive Director, including but not limited to, diary management, meeting co-ordination, management of correspondence, maintenance of administrative support systems and procedures.
* Manage administrative functions for the division, including providing administrative support to the Division’s leadership team meetings, travel coordination, personal expense claims, corporate card acquittals and logistical arrangements for meetings and events.
* Prepare clear and concise emails, memoranda, briefs, correspondence and other documentation to a high standard and act as coordinator for all briefs and correspondence.
* Liaise with a wide range of senior managers, stakeholders, and departmental employees regarding a range of sensitive matters.
* Respond promptly and deliver in a high-pressure, fast-paced environment with integrity and resilience while building trust through consistent actions, values and communication.
* Identify and respond to opportunities to improve the efficiency and effectiveness of systems, and work collegiately with peers across the Group to maintain high standards of office administration.
* Support the implementation and/or maintenance of systems to manage information and documents to enable effective and efficient communication with stakeholders.
* Utilise well-developed verbal communication and interpersonal skills and experience to respond to complex, confidential and sensitive matters with a high level of tact and judgement.
* Provide advisory and project support to the Executive Director, as required.
* 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**

* Demonstrated experience in providing administrative support to executives in a fast-paced, high-pressure environment with the ability to meet timelines and deliver consistently high-quality work.
* Exceptional communication skills, both written and verbal, through the development of succinct and clear briefings and documents (e.g. emails, reports, meeting papers, minutes and papers) and well-developed attention to detail including experience in proof-reading/editing documents.
* Well-developed planning and organising skills including the ability to identify processes, tasks and resources required to achieve a goal; reviewing and adjusting as required; developing and implementing systems and procedures to guide work and track progress; recognising barriers and finding effective ways to deal with them.
* Knowledge and experience in using government systems including MACS, SharePoint, Oracle Cloud, and Content Manager is desired.

**Capabilities**

* **Interpersonal skills:** Sees things from another’s point of view and confirms understanding; Understand motivations, needs and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference.
* **Flexibility and adaptability:** Accept changed priorities and ambiguity without undue discomfort. Responds quickly to changes. Balances needs to Executive, team and stakeholders. Comfortable working in collaboration with teams outside of own organisation.
* **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.
* **Political and organisational context:** Understands issues and pressures to which the organisation has to respond; Understands the reasons behind the organisational climate and culture. 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.

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 |
| 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)