# Department of Energy, Environment and Climate Action

Position Description





## Position details

|  |  |
| --- | --- |
| **Position title:** | Workforce and Support Advisor |
| **Position number:** | 50966142 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Resources Victoria |
| **Division & Branch:** | Office of the CEO |
| **Work location:** | 8 Nicholson Street, Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Jenny Smit, Senior Advisor, Workforce Management |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Jenny Smit, Senior Advisor, Workforce Management: 0456 673 624 |

Position purpose

The Workforce and Support Advisor (WSA) provides operational support to a broad range of activities in the Office of the CEO. The WSA works closely with the Senior Advisor, Workforce Management and the Senior Advisor to the CEO to ensure the delivery of briefings, correspondence and parliamentary reporting activities, as well as administering recruitment and other workforce activities.

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 administrative support on Resources Victoria’s recruitment processes and activities in partnership with Hiring Managers and the Department’s recruitment team, providing expertise, advice and support to lead efficient and effective recruitment outcomes. This will include, but not be limited to:
  + Ensure appropriate approvals are in place for any recruitment activity.
  + Prepare, quality-check and ensure appropriate classification of Position Descriptions.
  + Provide guidance on establishing interview panels with Hiring Managers, ensuring adherence to Resources Victoria requirements. This may include participation in panels, and coordination of other Workforce & Culture team members for panel participation as required.
  + Scheduling interviews and administering follow up activities as part of the recruitment process.
* Provide quality and timely operational human resources support and advice to HR and workforce projects led by the Senior Advisor, Workforce Management, and work with the Department’s Senior People & Culture Business Partner where further support or intervention is required for workplace issues.
* Coordinate workflows to ensure the delivery of high quality and timely briefings, correspondence and reports, in collaboration with the Senior Advisor to the CEO. Ensure the prompt response to stakeholder requests in a high-pressure, fast-paced environment with integrity and resilience while building trust through consistent actions, values and communication.
* Provide a range of administrative support functions to the Senior Advisor, Workforce Management and the Senior Advisor to the CEO.
* Liaise with a wide range of senior managers, stakeholders, and departmental staff regarding a range of sensitive matters.
* Develop and maintain positive and productive working relationships was well as effective networks within Resources Victoria and across the Department.
* Respond promptly and deliver in a high-pressure, fast-paced environment with integrity and resilience while building trust through consistent actions, values and communication.
* 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 project and/or administrative support in a fast paced, high-pressure environment while maintaining a positive attitude, meeting timelines and delivering 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, presentations, meeting papers and minutes) 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.
* Experience in recruitment and/or human resources would be advantageous.

**Capabilities**

* **Customer Focus:** Monitors customer satisfaction to gain critical insights; Looks for continuous improvement opportunities and ways to innovate.
* **Resilience:** Gives frank and honest feedback/advice. Listens when ideas are challenged, seeks to understand the nature of criticism & respond constructively; Displays confidence and conviction when communicating an opinion.
* **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.

Position specific requirements

|  |  |
| --- | --- |
| 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)