# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Executive Support Officer (job share) |
| **Position number:** | 50931118 |
| **Classification:** | VPS Grade 3 |
| **Salary range:** | $79,122 - $96,073 plus superannuation |
| **Employment type:** | Fixed Term – 12 months; 0.4 to 0.6 FTE (Monday, Thursday) |
| **Group:** | Water and Catchments |
| **Division & Branch:** | Water Sector Strategy and Partnerships; Portfolio Governance and  Compliance |
| **Work location:** | Flexible in Victoria (office based at 8 Nicholson St, East Melbourne)  Hybrid work arrangement available:  Yes  No |
| **Reports to:** | Grant Breheny, Director, Portfolio Governance and Compliance |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Grant Breheny, Director, Portfolio Governance and Compliance, [grant.breheny@deeca.vic.gov.au](mailto:grant.breheny@deeca.vic.gov.au), 0475 632 285 |

Position purpose

The Executive Support Officer provides highly efficient and effective executive and administrative support functions to the 3 x Water Sector Strategy and Partnerships directors.

The successful applicant will exemplify exceptional customer service to internal and external customers and significantly contribute to the development and maintenance of a culture of high performance.

Context

*The Group*

The Water and Catchments Group (WCG), in partnership with water corporations, catchment management authorities, Traditional Owners and the community, is responsible for managing Victoria’s water and catchment resources.

*The Division*

The Water Sector Strategy and Partnerships Division partners with Traditional Owners and the Water Sector for efficient and effective delivery of water services and outcomes for Victorians. This includes developing sector strategy and policy reform so that the Water Sector can continue to be a strong sector that is able to respond to future opportunities and challenges. The Water Sector Strategy and Partnerships Division works with Traditional Owners, grounded in the principles of Self-Determination to foster a more inclusive approach to water management. The Division applies modern corporate governance and oversight to the sector.

*The Branch*

The Portfolio Governance and Compliance Branch within the Water Sector Strategy and Partnerships Division is the relationship manager for the 29 portfolio entities for catchment and water management in Victoria. The Branch is responsible for overseeing and improving sector-wide governance, planning, reporting, compliance and service delivery.

Accountabilities

* Provide program support and coordination services for the Directors across the division and branch teams, with a focus on logistics, process and administrative efficiencies:
  + Prioritise and coordinate all use of the Directors’ available time (diary management).
  + Provide reliable and high-level executive support services to the Directors, including arranging meetings, travel, minutes, agenda preparation and catering.
  + Assist with preparation and follow up approval for ministerial briefs, correspondence, issue logs within set timeframes and in line with the Department’s style guidelines.
  + Exemplify the highest standard of customer service by determining which requests require input from the Directors and quickly actioning those which do not.
  + Liaise with internal and external representatives and clients at all levels on a range of confidential matters.
  + Establish and maintain office systems and processes to monitor progress, follow up, respond to and report to the Directors on priority items.
* Be well informed of current and emerging projects, issues and requirements within the branches.
* Complete any additional administration tasks as requested by the Directors.
* Work closely with the Executive Assistant to the Executive Director Water Sector Strategy and Partnerships to balance workload and administration support across the division.
* 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 providing executive assistance and administrative support services to senior management.

**Capabilities**

* **Communicate with Impact**: Use various communication media to convey information, ideas, and insights in ways that maximises understanding of key messages; Posses good written and verbal communication skills
* **Critical thinking and Problem Solving:** Objectively analyse and evaluate available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions
* **Knowledge Management and Business Continuity:** Establish mechanisms to record and share knowledge and experience for business continuity and knowledge management
* **Customer Focus:** Understand customer need, apply skills, knowledge and experience to deliver high impact services that address those needs

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 |
| 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)