# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Risk Analyst |
| **Position number:** | 50926085 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $ 95,102 - $107,905 plus superannuation |
| **Employment type:** | Fixed Term until 21 August 2026 |
| **Group:** | Bushfire and Forest Service |
| **Division & Branch:** | Forest and Fire Operations; Hume (FFOD) |
| **Work location:** | Flexible within Hume Region  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Bernard Robb, Manager Strategy, Risk and Spatial Services |
| **Direct reports:** | Yes  No |
| **Further information:** | Bernard Robb on 0438 946 811 OR [bernard.j.robb@deeca.vic.gov.au](mailto:bernard.j.robb@deeca.vic.gov.au) |

Position purpose

The Risk Analyst will support the development of regional forest and fire management strategies.,

The Risk Analyst will contribute to the development of state and regional strategies and operational and tactical plans through the provision of high-quality landscape planning and risk services, GIS products and desktop-based values assessment to support end-to end-planning.

The Risk Analyst will provide strategic planning and risk outputs to the broader sector and other stakeholders to support cross-tenure consideration and understanding of bushfire and forest management.

The Risk Analyst will be an active member of the Forest and Fire Planning Unit, contributing to the delivery of group, departmental and inter-agency priorities, and to building an inclusive and high performing workforce that is customer focussed, collaborative, professional and engaged.

Context

***The Group***

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 on public land, to reduce impacts on people, property and the environment.

BFS employs over 1,900 people in every corner of Victoria, with an additional seasonal workforce that contributes to Victoria’s bushfire response capability. We create local jobs, employing people from the communities we serve.

BFS provides high quality advice to government on forest, and fire and emergency management. As one of DEECA’s primary connections to local communities across the state, the group also provides valuable intelligence on how policy and programs can be designed and delivered to better meet the needs of Victorians.

***The 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.

***The Branch***

The Forest & Fire Planning Team is responsible for the delivery of operational (1-5 year) forest and fire management plans for delivery across the districts. Based on the strategic direction provided by FFOD State, the Planning Team will utilise risk analytics, specialist expertise and local knowledge to develop the annual Joint Fuel Management Plan and Operational Forest Management Plan (including forest management and roading works).

In order to support district tactical planning and operational delivery, the Forest & Fire Planning Team will also undertake environmental, historic and cultural heritage values checking to ensure forest and fire management works can be delivered while appropriately mitigating any direct impact of the works on values.

The Forest & Fire Planning team will lead engagement with stakeholders and land managers to support meaningful input to regional operational plans, as well as support community engagement activities across the breadth of forest and fire program delivery in the region.

The Forest & Fire Planning Team will also lead the development of local strategic plans, under the guidance and direction of FFOD State and in line with the strategic frameworks developed by the Policy & Planning Division. This will include development and updating of the Forest Management Plans/Strategies, Bushfire Management Strategies and associated sub-strategies.

Accountabilities

* Undertake strategic planning processes and analysis to develop products for forest and bushfire management across the Hume Region.
* Undertake complex fire modelling and risk analysis using spatial databases, GIS and specialist bushfire modelling software, including working with SQL and scripting (R or Python).
* Assist team members and other staff with the delivery of projects and tasks to improve forest and fire strategic planning and risk assessment data, products, tools and systems.
* Collaborate and communicate with Statewide planning teams and other land and fire management organisations to help ensure the provision of strategic planning and risk analysis services for the sector, integrating the latest science and technological innovations.
* As an active member of the Forest and Fire Planning Unit, contribute to the delivery of group and departmental priorities, and to building an inclusive and high performing workforce that is customer focussed, collaborative, professional and engaged.
* Ensure the highest ethical standards in the delivery of all the department’s objectives, with a strong commitment to the DEECA values, including safety and wellbeing.
* 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**

* Relevant tertiary qualification in science, forestry, natural resource management or equivalent
* Geographic Information Systems (GIS) experience, including spatial analysis and computer modelling skills
* Experience in one or more of the following:
  + Practical experience in land and forest management
  + Strategic forest and fire plan development
  + Large database management and basic programming skills
* Experience in one or more of the following:
  + Fire science
  + Fire behaviour modelling and analysis
  + Practical experience in how fire behaves in different landscapes

**Capabilities**

***Working Collaboratively***

*Builds trust and rapport with others; Sets common goals through a high degree of empathy; Display willingness to share control and responsibility with peers, the service, external partners, and community in the delivery of work and outcomes*

* Build a supportive and cooperative team environment.
* Engages other teams to share information in order to understand or respond to issues.
* Support others in challenging situations.

***Innovation and Continuous Improvement***

*Synthesise ideas and concepts across diverse disciplines to develop new and different ways of thinking, working or delivering solutions; Strives to improve efficiency, effectiveness, and quality of work*

* Seeks opportunities for continuous improvement and ways to innovate.
* Offers suggestions and ideas, encourages others to do the same.
* Leverage on existing continuous improvement systems and procedures to improve outcomes, quality & efficiency of work.
* Creates space for learning and innovation by seeking for input and feedback from others.

***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*

* 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.

***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*

* Identifies key messages & 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.

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 * Field work * Driving (including off road) * Emergency response 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).  This position has a requirement that will involve occasional overnight travel. |
| 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)