# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Forest and Fire Procurement Officer |
| **Position number:** | 50965392 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services Group |
| **Division & Branch:** | Forest and Fire Operational / Hume (FFOD) |
| **Work location:** | Flexible – Within Hume Region  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager, Forest and Fire Program Coordination |
| **Direct reports:** | Yes  No |
| **Further information:** | Jason Vincent, [jason.vincent@deeca.vic.gov.au](mailto:jason.vincent@deeca.vic.gov.au) or 0436852050 |

Position purpose

The Senior Forest & Fire Procurement Officer supports the successful delivery of a broad range of regional programs, including roading works, visitor assets, fuel management and Strategic Fuel Breaks, in line with organisational priorities.

The Procurement Officer will promote best practice procurement processes and systems across district and regional procurement activities, and provide expert advice and quality assurance to ensure compliance with procurement controls.

The Procurement Officer may also deliver procurement services for high risk or complex procurement activities including, but not limited to, the Forest Contractor Works Progra

Context

**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, to reduce impacts on people, property and the environment.

Underpinned by our commitment to work in partnership with Traditional Owners, BFS collaborates across government and DEECA to deliver key policies and outcomes in support of communities and industries that use our forests and is directly responsible for recreation policy and service delivery in state forests.

BFS plays a key role in working alongside emergency services under the Victorian Government’s ‘all communities, all emergencies’ operating framework, including meeting DEECA’s responsibilities before, during and after an emergency event.

BFS undertakes regulatory functions for biodiversity, public land use and fire prevention, leads development and advice on forest, fire and emergency management policy, strategy and legislation, and delivers safe and fit-for-purpose capability solutions including statewide assets, equipment, technology and learning, ensuring consistency with the Victorian Government’s broader strategic objectives.

**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.

**Branch**

The Forest and Fires Programs Team is responsible for establishing and managing arrangements for the effective and efficient delivery of programs across the region. The Forest and Fire Programs Team will support the delivery of regional programs by implementing rigorous project management reporting to monitor program delivery, budget and outcomes. Funded initiatives within the region will be coordinated by the Forest and Fire Programs Team. The team will also ensure the implementation of DEECA’s procurement and contract management integrity controls and systems within the region across all program activities, and directly support the procurement of complex or large scale works.

The Forest and Fire Programs team has specialist resources responsible for leading tactical planning of complex or high-risk forest and fire management works across the region, as well as superintending externally contracted works.

Accountabilities

* Provide practical procurement advice to regional and district staff to support adherence with relevant policies, procedures and legislation.
* Oversee the effective and efficient provision of procurement and contract services, including tender documentation, specifications, and contract management practices and actions to support efficient and effective program delivery.
* Provide specialist advice in the preparation and administration of contracts including the monitoring of contractor performance, to limit risk for the Department, its staff and the community.
* Project manage the effective and efficient provision of procurement and contract projects, via successful initiation, planning, design, execution, monitoring, controlling and closure of all projects.
* Ensure departmental and group requirements are met in accordance with legislative, policy and procedural requirements.
* Identify emerging complex or highly sensitive issues, risks and trends impacting on the successful achievement of objectives and priorities and develop innovative solutions and options.
* 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 knowledge and experience in public sector procurement and contract management is desirable.

**Capabilities**

* **Business and Commercial Acumen:** Understands associated costs of operations and seek efficient ways of operating; Where external vendors are involved, ensure good understanding on engagement terms and hold parties involved accountable in delivering against agreement.
* **Influence and Persuasion:** Gains agreement to proposals & ideas; Build behind the scenes support for ideas to ensure buy-in & ownership; Uses chains of indirect influence to achieve outcomes; Involves experts or other third parties to strengthen case.
* **Strategic Planning**: Ensures that day to day planning and work processes are in line with team/organisation strategy; Identifies and develops own and team objectives linking strategies to actions to achieve these; Guides others in strategic planning process
* **Customer Focus:** Monitors customer satisfaction to gain critical insights; Looks for continuous improvement opportunities and ways to innovate.

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 * Manual handling * Use of hazardous substances * 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). |
| 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)