# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Manager, Advisory & Business Services |
| **Position number:** | 50925081 |
| **Classification:** | VPS 6 |
| **Salary range:** | $138,631 - $185,518 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services Group Strategy |
| **Division & Branch:** | Forest and Fire Operations Division, Office of the Executive Director |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Executive Director, Forest and Fire Operations |
| **Direct reports:** | Yes  No If yes, how many? 4 |
| **Further information:** | Jason Hellyer A/Executive Director, Forest and Fire Operations  [jason.hellyer@deeca.vic.gov.au](mailto:jason.hellyer@deeca.vic.gov.au) |

Position purpose

The Senior Manager, Advisory and Business Services will lead a high performing and multi disciplinary team in advisory, business management, internal assurance and internal communications. Working directly with the Chief Fire Officer, Executive Director FFOD and members of the FFOD Leadership Team, the Senior Manager will deliver high quality advice, support and coordination functions to ensure that effcient and effective operation of FFOD State, and support the FFOD Leadership Team to deliver strategic priorities and outcomes.

Bringing together advisory, internal assurance and business services functions, the Senior Manager will provide integrated services to the FFOD Leadership Team, working across the regions and with state branches. As a key member of the FFOD Leadership Team, the Senior Manager will also be part of setting the strategic direction and priorities for FFOD.

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 & Fire Operations Division (FFOD) delivers integrated forest and fire management activities across state forests. As land manager of state forests, FFOD delivers forest health programs, promotes and manages recreation and tourism sites, and maintains the majority of the public land road network.

Under the Forest Fire Management Victoria (FFMVic) banner, FFOD works with Parks Victoria and Melbourne Water to undertake bushfire management activities across all public land in Victoria, including fuel management and other prevention activities, as well as bushfire response.

FFOD, on behalf of DEECA, are the control agency for bushfire on public land. FFOD also provides capability to acquit DEECA’s responsibility as a control and support agency for a range of Class 1 and Class 2 emergencies.

**Branch**

The Office of the Executive Director (ED) provides advisory and business services support to the ED FFOD, Chief Fire Officer and the FFOD Executive Leadership Team. Bringing together business management, including business analytics, financial management and reporting, with advisory support and internal assurance, the Advisory & Business Services Team provides expert advice to FFOD executives to acquit their corporate obligation.

Accountabilities

* Oversee and provide high-quality and timely advice and strategic support to the Executive Director Forest and Fire Operations Division, Chief Fire Officer and FFOD Leadership Team to achieve successful outcomes aligned to Victorian Government, DEECA and BFS priorities and policies.
* Oversee the coordination and quality assurance for all Cabinet related documents, briefings and correspondence and reporting on Ministerial and Government priority projects and commitments, including developing and implementing processes and initiatives to ensure continuous improvement.
* Oversee and provide high quality advice on business Operations, including performance monitoring, budget management and business planning.
* Oversee the development and delivery of internal communications products on behalf of the CFO and Executive Director and work collaboratively with corporate communications teams on external communications and engagement products.
* Oversee the development or a risk based assurance program and delivery of internal assurance activities.
* Research and problem solve complex issues by collaborating with peers, executives and stakeholders ensuring that emerging issues are identified and resolved in accordance with departmental and Government policy.
* Develop and implement processes and policies to ensure continuous improvement across the Bushfire and Forest Services Group
* Maintain confidentiality and display sound judgment when dealing with sensitive information and issues to provide quality and relevant information in line with Government policies.
* Actively contribute to a positive, open, delivery focussed culture that values and supports people and is based on collaboration, accountability and trust.
* 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 AIIMS, current resource management systems and practices including Emergency rostering, forward planning, availability, coordination, response, timekeeping is mandatory.

**Capabilities**

**Flexibility & Adaptability:**

* Works to find new ways to deliver outcomes.
* Recognises the merits of different options & acts accordingly.
* Has courage to alter strategies in situations when there are clear indications of existing strategy may not deliver the best outcome where significant amount of effort or investment has been put in.
* Builds commitment of others to adopt new strategies to deliver against outcomes.

**Systems thinking:**

* Formulates potential courses of action to achieve objectives based on an in-depth understanding of the business environment & its systems.
* Champions system thinking across the organisation and VPS more broadly acting as a thought leader in this area.
* Establishes an integrated perspective of the organisation’s leverage points where intervention will add value.

**Critical thinking & problem solving:**

* Considers a broad range of topics (beyond immediate area of work), works across government and at senior levels to develop and deliver sustainable solutions.

**Stakeholder Management:**

* Identifies and manages a range of complex and often competing needs;
* Facilitates innovative solutions to resolve stakeholder issues.

Position specific requirements

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| Financial Delegation Value | $50,000 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 * 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)