# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Varroa Senior Policy Officer |
| **Position number:** | 50966997 |
| **Classification:** | VPS 5 |
| **Salary range:** | $113,022 - $136,747 + Superannuation |
| **Employment type:** | Fixed Term until 30 June 2027 |
| **Group:** | Agriculture Victoria |
| **Division & Branch:** | Agriculture Policy and Programs / Agriculture Industry Development |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Amelia Richards, Varroa Transition Coordinator |
| **Direct reports:** | Yes  No If yes, how many? 0 |
| **Further information:** | Amelia Richards, 0436 850 345 or amelia.richards@deeca.vic.gov.au |

Position purpose

The Varroa Senior Policy Officer is responsible for policy and project development to support the delivery of the Varroa Transition Program.

Working within Agriculture Policy and Programs division, the Varroa Senior Policy Officer will work closely with other Divisions across Agriculture Victoria, to support the delivery of the Victorian Varroa Transition program. The Varroa Transition Program aims to support Victoria’s apiculture and broader agricultural sectors to prepare for and adapt to future impacts associated with the established of varroa mite in Victoria.

The successful applicant will have demonstrated policy skills and experience, strong analytical ability and experience in stakeholder engagement and working across teams. This role requires the ability to work effectively as a member of a team, while also strongly self-motivated.

Context

*The Group*

**Agriculture Victoria** partners with farmers, industries, communities, government and research organisations to grow, modernise, protect and promote Victoria’s agriculture. Agriculture Victoria forms part of an extensive local, national and international system to protect animal welfare and biosecurity, and promote domestic animal management, deliver policy, programs and research to understand emerging agricultural challenges like climate change, manage critical industry transitions such as forestry, and enable economic productivity through innovative farming systems, skills and technologies.

*The Division*

The **Agriculture Policy and Programs (APP) division** designs and delivers evidence-based policy and programs, and provides advice to support agriculture industries grow, adapt to risks and respond to new opportunities. This includes:

* Initiatives to support the agriculture sector to grow through skills development, job creation, investment attraction and creation of export opportunities.
* Industry development policy and codes of practice for animal, plant, intensive and emerging industries.
* Influencing policies on strategic land-use and structural adjustment, building resilience to economic and climatic volatility.
* Socio-economic evidence and agriculture sector intelligence to inform government responses.
* Activities to maintain and grow access to domestic and export markets.

Accountabilities

1. Lead the development and implementation of projects within the Victorian Varroa Transition Program, including mapping the impacts of varroa establishment on affected sectors, testing these with agriculture sectors and researching key stakeholder interests.
2. Undertake evidence-based research and analysis drawing on qualitative and quantitative data to identify strategic risks and opportunities across apiculture industry, agricultural markets, supply chains and industry structure.
3. Engage with key stakeholders including industry peak bodies and Australian jurisdictions to ensure alignment of program outcomes and collaboration on approaches.
4. Work with other teams and experts from across Agriculture Victoria and other states or jurisdictions to promote and collaborate on activities relevant to the Varroa Transition Program.
5. Lead the preparation of accurate, concise, timely and relevant reports, briefings, correspondence, cabinet submissions, possible parliamentary questions and other documents as required by the Department’s Executive and Minister, within specified timeframes.
6. Develop and maintain relationships with stakeholders and contribute to a positive, open, collaborative culture, including working with key internal stakeholders.
7. 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**

* A relevant tertiary degree along with knowledge and understanding of Victorian agriculture would be well regarded.

**Capabilities**

* **Policy Design and Development**: Formulates and communicates public policy options and recommendations; Develops a clear narrative for the policies and business cases including clear problem definition and objectives; Considers impact of policy to strategic plans, community needs, complementing programs and policies across the service.
* **Critical Thinking and Problem Solving**: Takes into account wider business context within business unit when considering options to resolve issues. Identifies recurring problems and prevents future recurrence by integrating solutions into work process. Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.
* **Working Collaboratively**: Guides others to create a culture of collaboration; Identifies, and works to overcome, barriers to knowledge or information sharing; Identifies opportunities to work with other teams to deliver outcomes.
* **Project Delivery:** Translates strategies into programs or projects that enables achievement of outcomes require; Defines governance e.g. success measures, roles and responsibilities, progress monitoring) required to manage risks and maximise probability of success.

Position specific requirements

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| Financial Delegation Value | N/A |
| 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)