# Department of Energy, Environment and Climate Action (DEECA)

Position Description





[deeca.vic.gov.au](file:///C%3A/Users/fionadurante/Downloads/deeca.vic.gov.au)

## Position details

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| **Position title:** | Department Liaison Officer |
| **Position number:** | 50923316 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Fixed Term until 30 November 2026  |
| **Group:** | Corporate Services  |
| **Division & Branch:** | Strategy and Performance Division, Ministerial Services Branch  |
| **Work location:** | 8 Nicholson Street, East Melbourne Hybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | Senior Department Liaison Officer    |
| **Direct reports:** | [ ]  Yes [x]  **No**  If yes, how many? |
| **Further information:** | Marlene Mifsud - marlene.mifsud@deeca.vic.gov.au  |

Position purpose

The Department Liaison Officer (DLO) is required to facilitate effective communication and collaboration between the Department of Energy, Environment and Climate Action and the Minister’s offices. The role works closely with the Senior DLO, Ministerial Services to provide a high level of advice, coordination and support to the Chief of Staff, advisors, the Secretary, Deputy Secretaries and Executive Directors. The DLO oversees the efficient and appropriate channelling of all advice from the Department and manages requests from the Minister’s office on briefings, correspondence, parliamentary support, legislation, Cabinet and Cabinet Committee papers.

Context

**The Group**

The Corporate Services Group enables good governance, efficient and effective services that meet customer needs, and partners to deliver the Strategic Framework. We provide whole-of-department services, systems, processes, policies, strategies, standards, reporting and analysis. We view, use, and share insights, data, and business intelligence to inform the department's decision-making. In addition, we provide support to build a constructive and capable workforce. Together, we deliver better by working across our group and colleagues in other groups to provide services across finance, digital and customer communications, including the customer contact centre, people and culture, information services, legal and governance and strategic planning, operations and performance.

**The Division**

The Strategy and Performance Division identifies emerging policy matters, reviews departmental strategies, and advises on long term strategic options to meet Government and departmental outcomes. The division also leads corporate strategy and uses business intelligence to guide the department’s forward planning and priorities. Our work is focussed on delivering strong One-DEECA outcomes in everything we do.

**The Branch**

The Ministerial Services Branch coordinates timely and high-quality ministerial and secretarial correspondence, briefings, possible parliamentary questions and other government or parliamentary business.

The branch provides ministerial support services including departmental liaison officers, ministerial travel arrangements and the development, communication and interpretation of protocols.

Accountabilities

* Ensure that the content of all communication in both directions between the Department and the Minister’s Office is prompt, complete and accurate.
* Develop relationships with key stakeholders and maintain effective networks, particularly across the department, our portfolio agencies, and other government agencies.
* Provide high level support on behalf of the Department to the Minister’s Office through management of related correspondence and briefings.
* Provide advice on Cabinet, Legislative and Parliamentary business, including the coordination of Cabinet briefings and submissions and Parliamentary questions and briefings.
* Maintain a strong relationship between the departmental communications branch and ministerial office(s) to ensure material provided for events, media requests and other communications are well-coordinated, sensitive to other activities, accurate and fit for purpose.
* Ability to be flexible and agile in the workplace to ensure delivery of the highest priority programs
* 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 sound knowledge of government (including policy development); an understanding of parliamentary processes; and the role of the VPS in supporting the Government.
* Relevant experience working in a confidential and high-volume work environment.

**Capabilities**

***Communicates with Impact***

* Communicates orally in a manner that is clear fluent and holds the listeners' attention
* Able to deal with difficult & sensitive topics & questions
* Identifies key messages & information required for decision-making

***Customer Focus***

* Identifies and responds to customer requirements
* Use understanding of the customers’ context to tailor services and ensure outcomes are delivered
* Effectively manages risks to service delivery

***Critical thinking and problem solving***

* Resolves issues through 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.
* Takes into account wider business context when considering options to resolve issues.
* Identifies recurring problems and prevents future recurrence by integrating solutions into work process.

***Flexibility and adaptability***

* Accept changed priorities without undue discomfort.
* Comfortable working in collaboration with teams outside of own organisation.
* Adapts systems & processes quickly to changed priorities & situations.

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 |
| 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 applyNon-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.

**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