Solar Victoria – Department of Energy, Environment and Climate Action

Position description: Industry and Projects Manager



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| Position details |
| **Position title:** | Industry and Projects Manager |
| **Position number:** | 50967410 |
| **Classification:** | VPS Grade 6 |
| **Salary range:** | $138,631 - $185,518 plus super |
| **Employment type:** | Fixed Term (18 months) |
| **Group:** | Solar Victoria |
| **Division & Branch:** | VEU Insulation Program  |
| **Work location:** | Melbourne CBD or MorwellHybrid work arrangement available: [x]  Yes [ ]  No  |
| **Reports to:** | Program Director, VEU Insulation Program |
| **Direct reports:** | [x]  Yes [ ]  No If yes, how many? 3 |
| **Further information:** | Cat O’Bryan – Ph: 0472 788 474  |

## Position purpose

The Industry and Projects Manager plays a key role in realising the Victorian Government’s commitment to introduce ceiling insulation into the Victorian Energy Upgrades (VEU) Program, under the Victorian Energy Efficiency Target Act (VEET Act).

The Manager is responsible for the day to day project delivery accountabilities to meet quality, timeframe and budget expectations of the VEU Insulation Program (VIP) objectives. They will oversee and monitor the delivery of project plans and associated activities, business performance, governance and reporting arrangements.

The role will oversee the stakeholder enagement and industry devleopment work packages. The role will support in identifyng skills or supply chain gaps within the insulation sector and implement initiatives to support the industry development and engagement within the VIP.

The role will be required to lead, foster and inspire collaboration within the Department and other Victorian Government agencies to deliver on program objectives and timelines.

## Context

Solar Victoria’s purpose is to “Empower Victorians to access clean and affordable energy”.

We deliver the Victorian Energy Upgrades (VEU) program, the state’s largest emissions reduction program, supporting Victoria to achieve its energy transition and emissions reduction goals through improved energy efficiency, demand management, and household and business electrification. We work closely with the Essential Services Commission to drive and deliver on the Government’s priority policy objectives through the provision of more than half a billion dollars’ worth of incentives each to energy consumers and the supply chain each year – supporting Victorian households and businesses with their energy bills and creating jobs for industry.

We are also responsible for delivering the Victorian Government’s $1.3 billion Solar Homes Program – one of the most ambitious and transformative renewable energy programs in Australia aimed at reducing energy costs, boosting energy supply, creating new jobs in the renewables sector, and tackling climate change.

We deliver rebate programs for eligible households, rental properties and apartment buildings to access and install solar panels and hot water systems. Our aim is to deliver solar power to over 770,000 Victorian homes over 10-years and to reach one million Victorians through our suite of programs.

As part of DEECA, Solar Victoria works closely across the department particularly with the Corporate Services Group and Energy Group, along with industry, regulators and community organisations.

For more information, visit our website [www.solarvictoria.vic.gov.au](http://www.solarvictoria.vic.gov.au)

**Accountabilities**

* Lead and inspire cross-organisational teams in the successful delivery programs and projects of work, to deliver on the objectives of the VEU Insulation Program (VIP). Be the project champion and point of escalation for issues and challenges.
* Prepare detailed project plans that define project objectives, project scope, roles and responsibilities, identify key deliverables and schedule key project milestones, workstreams and activities that include the coordination of legislative and regulatory processes and timelines.
* Lead and manage a multi-skilled team of professionals to deliver accountabilities within own work area of project management, governance, reporting and industry engagement and development deliverables.
* Proactively initiate and maintain effective networks and relationships with key industry and stakeholders to inform the work of the VIP team and ensure the development of programs and projects are fit for purpose and aligned with policy, program and government objectives.
* Oversee the identification of skills gaps within the insulation sector and implement strategic initiatives to support workforce and supply chain capabilities to meet current and future needs of the VIP.
* Oversee the development and successful implementation of the stakeholder engagement and industry development plan(s) to deliver on advanced stakeholder engagement activities that undertake scanning and analysis of the sector to influence and inform program delivery, outcomes and future opportunities.
* Be a trusted advisor to the Program Director, and establish, influence and manage governance structures and program/project reporting to groups such as Minister, Secretary, Senior Leadership Team, Steering Committees, Project Control Groups, industry stakeholders, working parties and other government stakeholders.
* Research, prepare and present informed and strategic advice in documentation, briefings, correspondence, submissions and reports to articulate complex concepts for a range of audiences including Ministerial, departmental executives and stakeholders.
* Develop and maintain networks and represent the Solar Victoria at key forums to build support for project delivery objectives, including across the Department, Victorian and Commonwealth agencies, community sector, industry and businesses.
* 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

**Mandatory:**

* Recognised qualifications or certification in program/project management

Desirable:

* Experience in regulatory policy and translating that into the development of fit for purpose programs/projects
* Experience in areas of workforce/industry development and stakeholder engagement would be highly regarded
* Leadership experience in managing cross functional teams in the areas of sustainability, renewable energy, energy efficiency or similar

#### Capabilities

* **Project Delivery:** Translates strategies into programs or projects that enables achievement of outcomes required; Defines governance (e.g. success measures, roles and responsibilities, progress monitoring) required to manage risks and maximise probability of success; Is regarded as a thought leader in project management; Considers historical, political and broader context to inform project direction and mitigate risk; Engages key stakeholders at senior levels; Balances the needs of clients, team, and the organisation.
* **Stakeholder Management:** Identifies stakeholders impacted by decisions, takes steps to keep interested parties engaged while managing expectations on outcomes; Identifies and manages a range of complex and often competing needs; Facilitates innovative solutions to resolve stakeholder issues.
* **Influence and Negotiation:** Develops long-term & multi-phased plans to influence others; Implements complex strategies to build buy-in from key internal & external clients/stakeholders; Effectively negotiates with clients/stakeholders to achieve desired outcomes.
* **Critical Thinking and 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. 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.
* **Managing People:** Role models ethical leadership through decision making and interactions with people; Creates an organisational culture that enables others to perform at their best and achieve outcomes the organisation; Champions people engagement as an organisational priority; Provides thought leadership on people management across the service.

## 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  |
| 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 to work shift work or out of hours work will be required that will involve evening or weekend work including 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 more than 6,500 staff, who work from more than 82 locations throughout Victoria, across the portfolios of energy, environment, climate action, water, agriculture and resources. 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

Our values Our values align with the core Public Sector values – 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 department plays 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.

#### Employment Location

Solar Victoria’s headquarters is based at 65 Church Street Morwell as part of at the Latrobe Valley GovHub, which houses over 200 workers staff from several Victorian Public Service departments. Solar Victoria also has a Melbourne CBD office location at 150 Lonsdale Street. On occasion, staff may be required to travel to an office alternative to their base location for work events or meetings.

#### 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.

### Accessibility

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