# Department of Energy, Environment and Climate Action

Position Description





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

# Department of Energy, Environment and Climate Action

Position Description



## Position details

|  |  |
| --- | --- |
| **Position title:** | Water Resources Officer |
| **Position number:** | 50921555 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 + super  |
| **Employment type:** | Ongoing |
| **Group:** | Water and Catchments Group |
| **Division & Branch:** | Water Resource Strategy; Water Entitlements Licencing and Groundwater |
| **Work location:** | Flexible within VictoriaHybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | Elizabeth Cryer, Senior Water Resource Officer |
| **Direct reports:** | [ ]  Yes [x]  No  |
| **Further information:** | Elizabeth Cryer on 03 8508 0757 OR elizabeth.cryer@deeca.vic.gov.au  |

Position purpose

The Bulk Entitlements and Systems team is responsible for overseeing and driving continuous improvement of Victoria’s bulk water sharing and operating arrangements. This position will play a significant role in the team by providing technical and policy advice on bulk water sharing, river operations, water resource availability and management issues.

The Water Resources Officer role requires strong analytical skills and the ability to work with stakeholders to create credible policy. The successful candidate will work closely with water corporations and staff across the Water and Catchments Group and water industry to prepare reports on water resource status, operations and management and provide technical and policy advice to executive management and the water industry.

Context

*The Group*

Water and Catchments Group (WCG) is responsible for effectively managing Victoria’s water resources to meet future urban, rural, and environmental needs and works in partnership with stakeholders including water corporations and catchment management authorities. WCG works across DEECA, with agencies, Ministers, stakeholders, and the community to balance the economic, environmental, and social values of water. This work helps deliver engaged communities, secure urban and rural water supplies, greener and liveable cities and towns and healthy waterways and aquifers.

*The Division*

The Water Resource Strategy Division works with communities, Traditional Owners, and the water sector in knowing and sharing Victoria’s water resources. Our role is to maintain and reform policy, rules and frameworks to share water for all values and uses- towns & cities, regional communities, industry, irrigated agriculture, environment, Traditional Owner, and social values. We maintain integrity of the water management framework including water entitlements, Victorian Water Register, markets and compliance frameworks.​We monitor all water across the state and assess changes and risks including the impact of climate change . We facilitate consideration of use of and access to water for Traditional Owners, clean energy transition and to support mine rehabilitation​. We make available water data and best information and provide water accounting, management, trade and reporting services for Government and communities.

*The Branch*

Water Entitlements, Licensing and Groundwater (WELG) Branch provides strategic and technical analysis and oversees Victoria’s entitlement framework, including driving reforms in bulk entitlements and licensing policy to ensure the states’ surface and groundwater resources are managed sustainably and to address emerging challenges and demands and deliver on Traditional Owner access to water. The branch consists of four teams:

* Bulk Entitlements & Systems
* Entitlement Framework Reform
* Groundwater Assessment & Modelling
* Water Licensing Policy

Accountabilities

* Ensure the planning of Victoria's water resources, development of water policy, and management of water systems is based on sound technical and legal advice and is consistent with the Government’s water entitlement framework.
* Advise executive management on water resource and environmental policy, particularly relating to the entitlements framework and the efficient and sustainable allocation of surface water resources.
* Implement key policies and actions related to bulk water sharing and operational arrangements arising from Sustainable Water Strategies and Water is Life.
* Contribute to managing Victoria’s bulk entitlement and environmental entitlement records, including all associated instruments and Water Register records.
* Liaise with Victorian water corporations, the Victorian Environmental Water Holder, and other key stakeholders on water entitlement and management issues, to ensure the Government’s policies and programs are implemented in a collaborative way and to facilitate timely and effective responses to drought, entitlement compliance and water allocation and system management issues.
* Undertake research and analysis to support strategic policy reviews and options development related to the water entitlement framework (e.g. streamlining and simplification).
* Work flexibly and collaboratively across the business to support the delivery of business unit, Group and DEECA priorities and initiatives as required.
* 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**

* An appropriate tertiary qualification in engineering, science, natural resource management, or equivalent.
* An understanding of Victorian water resource management is desirable.

**Capabilities**

* **Critical Thinking and Problem Solving** – Resolves issues through deep 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; If required, determine additional information needed to make informed decisions; Applies critical thinking and problem-solving concepts in the right context.
* **Project Delivery** – Defines tasks to be delivered to meet agreed outcomes; Coordinates and guides others in the execution of work activities; Monitors progress of tasks against plans and takes corrective action when required; Where plans are not defined, prioritises tasks in line with the urgency and impact of tasks.
* **Communicate with Impact** – Prepares and delivers logical, sequential and succinct presentations; Uses clear and concise language; Uses media appropriate to the audience and presents information to develop the understanding of the topic.
* **Interpersonal Skills** – Sees things from another’s point of view & confirms understanding; Understand motivations, needs and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference.

Position specific requirements

|  |  |
| --- | --- |
| Financial Delegation Value | $0 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 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