# Position description

Department of Energy, Environment and Climate Action





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

## Position details

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| **Position title:** | Solicitor |
| **Position number:** | 50922199 |
| **Classification:** | Solicitor Level 3 (VPS 4 equivalent) |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Ongoing  |
| **Group:** | Corporate Services |
| **Division & Branch:** | Legal and Legislation | Legal  |
| **Work location:** | 2 Lonsdale Street, Melbourne, Victoria Hybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | Lucy Vaughan, Managing Principal Solicitor |
| **Direct reports:** | [ ]  Yes [x]  No If yes, how many? |
| **Further information:** | Lucy Vaughan, 0461 395 580 |

Position purpose

The Solicitor works as part of a highly skilled legal team in the Department of Energy, Environment and Climate Action (DEECA), working closely with the department’s eight groups, Resources Victoria and Solar Victoria. This role is for a lawyer with post-admission experience who can work with broad direction in some of the following key practice areas: administrative law and statutory interpretation, litigation and dispute resolution, environment law, energy law, agriculture and earth resources, Crown land use and development, natural resource management and fire and emergency management. A focus on teamwork and a customer-centric approach to service-excellence is essential. Accountabilities include strategic legal advice, litigation management and supporting the delivery of the department’s legislative program.

Context

*The Group*

Corporate Services comprises six divisions: Legal and Legislation, Digital and Customer Communications, Finance Infrastructure and Procurement Services, Information Services, People and Culture and Strategy and Performance. Each deliver services and expert advice that enables the department to be a sustainable, vibrant and efficient organisation.

*The Division*

The Legal and Legislation Division partners with groups across DEECA to optimise success, minimise risk and deliver on government objectives through the provision of expert legal advice on department priorities, the development of legislation, and the provision of prosecutions and freedom of information management. The Division also supports whole of department legal procurement, supports the management of litigation and provides efficient systems for managing transactional legal work.

The Division supports staff development and work is allocated across the Division. Team members are expected to develop and utilise skills in other practice areas and staff may be asked to undertake work for other teams or branches within the Division according to priorities.

Accountabilities

* Prepare clear, practical and solution focused advice that is accurate and well-reasoned under broad direction, on issues relevant to the department’s portfolio including in the core areas of administrative law and statutory interpretation, regulatory practice and dispute resolution. Support the department’s broader legal practice by providing advice in the areas of commercial law, environment law, energy law, agriculture and earth resources, Crown land use and development, natural resource management and fire and emergency management.
* Identify and analyse legal issues that may arise from the department’s policy and operational objectives and provide practical, strategic advice to support the delivery of departmental priorities.
* Support strategic management of DEECA’s response to litigation and legal disputes through providing clear and accurate advice and recommended strategies to responsible policy and program areas and briefing Counsel as required.
* Support the procurement of fit for purpose, accurate and value for money legal services from law firms on the whole of Victorian government legal panel and from members of the Victorian Bar in compliance with DEECA’s procurement policies.
* Ensure reliable and professional file and information management practices including maintaining up to date and accurate records in line with the division’s practices and procedures.
* Communicate with influence, in writing and verbally, to convey specialist information and gain acceptance of complex legal issues with staff and stakeholders.
* Support other work performed in the Legal and Legislation Division (such as preparation of bills, regulations or other legislative instruments, or contributing to knowledge management and self-service tools) from time to time when 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 Australian lawyer, within the meaning of the Legal Profession Uniform Law (Victoria), holding or eligible to hold an Australian practising certificate (mandatory).
* Demonstrated capability in providing legal advice and litigation management under broad direction in some of the following key practice areas: administrative law and statutory interpretation, commercial law, dispute resolution, environment law, energy law, agriculture and earth resources, Crown land use and development, natural resource management and fire and emergency management.
* Experience in either broader general in-house government legal practice or some of DEECA’s areas of specialisation (energy, natural resources management, Crown land management, emergency management and agriculture) is desirable but not essential.

**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.

**Influence and Persuasion** Consistently adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections; Applies own ideas by linking them to others’ values, needs & goals.

**Working Collaboratively** Build a supportive and cooperative team environment; Engages other teams to share information in order to understand or respond to issues; Support others in challenging situations.

**Stakeholder Management:** Take steps to add value for the client or stakeholder; Links people with other areas as appropriate; Monitors client and stakeholder satisfaction; constructively deals with stakeholder issues"

Position specific requirements

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| --- | --- |
| Financial Delegation Value | Nil |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work
* Emergency response work
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| 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