# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | District Forest and Fire Planning Officer |
| **Position number:** | 50925834 |
| **Classification:** | VPS Grade 3 |
| **Salary range:** | $79,122 - $96,073 plus superannuation |
| **Employment type:** | Fixed Term until 05/06/2026 |
| **Group:** | Bushfire and Forest Services Group |
| **Division & Branch:** | Forest and Fire Operations Division / Gippsland (FFOD) |
| **Work location:** | Heyfield Office  Hybrid work arrangement available: Yes |
| **Reports to:** | Senior District Forest and Fire Planning Officer |
| **Direct reports:** | No |
| **Further information:** | Daniel Ball – 0428 974 022 |

Position purpose

The District Forest and Fire Planning Officer works within a team of planning experts to develop and design tactical plans for the delivery of forest and fire management works, including Burn Plans, Site Plans and Works Orders, to meet all required standards and deliver on set objectives.

The Planning Officer works within the District Forest and Fire Planning Team ensuring local knowledge and priorities are communicated to inform the operational planning processes, the district's priorities appropriately represented within the Joint Fuel Management Program, Operational Forest Management Program and other 1-5 year planning and strategic planning processes.

Context

**Group**

Bushfire and Forest Services (BFS) is the public land manager for 3.2 million hectares of State forests, including delivery and maintenance of recreation assets, tourism services and forest health activities, and leads DEECA’s works across the state in preparing for and responding to fire and other emergencies on public land, to reduce impacts on people, property and the environment.

BFS employs over 1,900 people in every corner of Victoria, with an additional seasonal workforce that contributes to Victoria’s bushfire response capability. We create local jobs, employing people from the communities we serve.

BFS provides high quality advice to government on forest, and fire and emergency management. As one of DEECA’s primary connections to local communities across the state, the group also provides valuable intelligence on how policy and programs can be designed and delivered to better meet the needs of Victorians.

**Division**

The Forest and Fire Operations Division delivers integrated forest and fire management activities across state forests. We deliver forest health programs, promote and manage recreation and tourism sites, and maintain the majority of the public land road network.

Under the Forest Fire Management Victoria (FFMVic) banner, we work with Parks Victoria and Melbourne Water to undertake bushfire management activities across all public land in Victoria. We undertake fuel management and other prevention activities as well as deliver bushfire response. We undertake our bushfire management activities as a part of our broader land management responsibilities.

We are the lead emergency management agency for bushfire and a support agency for a range of Class 2 emergencies.

**Branch**

The Region delivers a range of programs, often in collaboration with other departments, to protect environmental assets, manage public land, and respond to fire and other emergencies through an all-hazards approach. The department ensures appropriate planning, supports regional water management agencies and local governments, and delivers regional services to the community through strong partnerships with regional stakeholders.

The District Tactical Planning team is responsible for undertaking on ground planning for forest and fire management activities to enable in-year delivery by field crews or contractors, in line with planning requirements and to deliver on regional Operational Plans. The District Tactical Planning Team brings together on ground expertise and planning knowledge to ensure planned burn, mechanical fuel treatment, roading, recreation site maintenance, forest health and other forest management works are planned to meet objectives and appropriately manage values to deliver the best outcomes for the Victorian environment and community.

Accountabilities

* Develop a wide range of tactical plans for Forest Management, Roading and Fuel Management in line with government and departmental policy and procedures and work in collaboration with the wider district team to deliver.
* Use analytical skills and attention to detail to determine the requirements to deliver a project including identifying processes, timelines, prescriptions, risk mitigations, subject matter experts, policies, procedures, legislative requirements, and stakeholder engagement needs.
* Utilise and maintain accurate records within FireWeb, FMS, eMAP, GIS and other planning systems.
* Actively contribute to the district works programming process to ensure the efficient and effective use of departmental resources including the development of work orders.
* Establish and facilitate strong and mutually beneficial relationships with stakeholders, clients, local government, relevant DEECA businesses, VicForests, Parks Victoria and community groups.
* 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 broad knowledge and/or relevant experience in the planning and delivery of fuel, road, track, recreation and environmental asset maintenance and improvement programs is desirable.
* Contractor management skills including the ability to manage procurement is desirable.

**Capabilities**

* **Working Collaboratively**: Co-operates and works well with others in pursuit of team goals; Share information and acknowledge others’ efforts; Step in to help others where required.
* **Project Delivery**: Executes work tasks against plan; where plans are not defined, prioritises tasks in line with the urgency and impact of tasks; Utilises approved task management tools; Maintains accurate project records.
* **Critical Thinking and Problem Solving:** Seeks resolution of problems through policy or process guidelines; Otherwise seeks guidance by providing information and ideas relevant towards resolution of problem. Understands concepts enabling improvements in critical thinking and problem solving.
* **Stakeholder Management:** Responds to clients’ needs; Keeps the client or stakeholder up to date with issues and developments; Promptly follows through on inquiries, requests and complaints; Takes responsibility for correcting problems promptly.

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 * Field work * Manual handling * Use of hazardous substances * 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)