# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Policy Officer |
| **Position number:** | 50967348 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Fixed term - 3 years |
| **Group:** | Energy Group |
| **Division & Branch:** | Energy Transition and Strategy; Networks and DER Integration |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Principal Policy Officer, Transmission Policy |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Claire Maries, claire.maries.@deeca.vic.gov.au |

Position purpose

The Policy Officer, Transmission Policy contributes to transmission policy advice and to support the delivery of projects within the Energy Group. The position sits within the Networks Policy team and contributes to the development of transmission policy, regulation and reform of regulatory frameworks to support Victoria’s energy transition. This includes working within the Networks Policy team to support a range of projects focussed on unlocking delivery, and efficient use of, transmission networks in Victoria. Areas of reform may include access and connections, the evolving needs of transmission in delivering offshore and onshore generation, advice on major infrastructure projects and interactions with the distribution network.

Context

*Energy Group*

Victoria, along with the rest of the world, is in the midst of a major energy transformation, with new energy technologies, new industries, and new ways of doing things. The Victorian Government recognises this and the need for a modern energy system to support our economy and way of life – an energy system that is sustainable, reliable and affordable.

The Energy Group plays a key role in supporting a significant transformation of the energy sector in Victoria. The Group’s primary responsibility is to support current and future energy projects, programs and reforms. The group consists of 6 divisions as follows:

* Consumer, Community and First Peoples’ Energy Transition
* Electrification, Efficiency and Safety
* Energy Transition and Strategy
* Innovation, Commercial and Investment Attraction
* Offshore Wind Energy Victoria
* Office of the Deputy Secretary Division

Together with the State Electricity Commission (SEC) Implementation Office, these divisions enable the strategic work required to take place and set the Department up to undertake major energy transformations

***Energy Transition and Strategy Division***

The Energy Transition and Strategy Division focus is on ensuring an affordable transition to a renewable energy system while ensuring reliability and system security are maintained. The Division leads government energy policy development and advice on wholesale electricity and gas markets, renewable energy, integration of distributed energy resources and electric vehicles into the electricity system, and transmission and distribution networks. We lead the Victorian Government contribution to national energy policy and stewardship of the laws and rules governing the National Energy Market and Australia’s East Coast gas markets.

***Branch Information***

The Networks and DER Integration branch is responsible for ensuring the regulatory frameworks for electricity and gas networks are fit for purpose and will accommodate the range of technology Victoria will need to reach net-zero emissions and deliver affordable energy for Victorian consumers. We lead legislative and regulatory reform, both in Victoria for state policies, and nationally, by collaborating with the Australian Energy Market Operator, Australian Energy Regulator, Australian Energy Market Commission and Energy Advisiry Panel.

Alongside transmission policy, the branch aims to optimise the use of distribution networks through the effective integration of distributed energy resources and technologies such as rooftop solar, batteries, electric vehicles and efficient electric appliances. This work reduces reliance on fossil fuels and helps Victorians access technologies that benefit them while maintaining energy reliability and affordability.

We brief the Minister and senior executives participating in the Energy Climate Change Ministerial Council Meetings - ECMC formerly COAG Energy Council), participate in and oversee DEECA’s engagement in national working groups. We oversee Victoria’s engagement in governance of the national energy markets, including institutional appointments and decision-making protocols.

Accountabilities

* Undertake research and analysis to support policy development and provide options and advice to

management and executive teams.

* Prepare high quality written documents within required deadlines, including policy papers, presentations, submissions, correspondence, reports and briefs for senior

management and Executives that provide options for decision making at the Ministerial and

Executive level.

* Provide coordination and support for activities while managing competing priorities and meeting

deadlines.

* Develop and maintain collaborative working relationships with internal and external stakeholders.
* Support timely and accurate advice to management and key stakeholders across Government on

policy, procedures and operational issues.

* Actively contribute to building and maintaining a constructive culture within the division, including

through demonstrating self-management and taking a proactive approach to identifying and

resolving issues.

* 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**

* Relevant tertiary qualification/s in engineering, energy, science, law, economics, public policy, or similar is desirable.
* Experience in analysis of energy markets, and in particular network regulation, is highly desirable.

**Capabilities**

* **Policy design and development:** Interprets & applies policies relevant to own work; Drafts policies and business cases using research skills and in consultation with relevant stakeholders; Determines relevant data and evidence gathering approach; Conducts critical analysis on data and evidence collected.
* **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.
* **Communicate with impact:** Prepares and delivers logical sequential and succinct presentations; Uses clear & concise language; Uses media appropriate to the audience and presents information to develop the understanding of the topic.
* **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.

Position specific requirements

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| 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). |
| 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)