# Department of Energy, Environment and Climate Action

Position Description




## Position details

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| **Position title:** | Business Support Officer |
| **Position number:** | 50963114 |
| **Classification:** | VPS Grade 3  |
| **Salary range:** | $79,122 - $96,073 plus superannuation |
| **Employment type:** | Fixed Term, 12 months (0.5 FTE) |
| **Group:** | Energy Group |
| **Division & Branch:** | Office of the Deputy Secretary |
| **Work location:** | 8 Nicholson St, East Melbourne Hybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | Project Manager or Equivalent |
| **Direct reports:** | [ ]  Yes [x]  No  |
| **Further information:** | Rashad Saeedi rashad.saeedi@deeca.vic.gov.au |

Position purpose

The Business Support Officer coordinates and delivers branch-wide administrative support in the Office of the Deputy Secretary, Energy Group. The position provides high level confidential support to the Senior leadership team to support incoming requests and coordinate workflow.The primary focus of the role is to provide high quality project and administrative support across the divisions, including:

* Providing administrative assistance to the Branch’s projects and programs including support with reporting obligations across the Branch.
* General administrative services for Whole of Branch related tasks.
* In person event coordination, team or committee meetings and forums, preparing presentation material, meeting minutes and any other material required for executive staff.
* Basic/limited calendar support for Executives across the Office of the Deputy Secretary, Energy Group.

The position requires operating contemporary office systems and experience in providing administrative support in a dynamic and time sensitive workplace. A capacity to work independently, and as part of a team, is important along with excellent interpersonal skills. Experience in working in Government and/or knowledge of relevant government processes is desirable but not essential.

Energy Group Context

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

***The Division***

The role sits within the Group’s Office of the Deputy Secretary. The Office of the Deputy Secretary fosters a high performing business operating environment across the Energy Group. The Office is responsible for direclty supporting the Deputy Secretary, Energy, and leading or coordinating business support functions encompassing financial management, business planning, reporting, workforce management, risk, procurement, communications, and stakeholder management ensuring alignment with both DEECA and government priorities, policies, and values.

Accountabilities

* Provide high quality administrative support to the executive and project administration support to the branch to assist in meeting agreed project objectives, service delivery standards and timelines.
* Providing administrative assistance to the Branch’s projects and programs;including support with reporting obligations across the Branch.
* Assist in the production, review and filing of papers and briefings, applying attention to detail and appropriate

style requirements.

* Support the implementation and/or maintenance of systems to manage information and documents to enable effective and efficient communication with stakeholders.
* Monitor and address a wide range of confidential and sensitive inquiries with discretion and professionalism, ensuring they are handled appropriately.
* Where required, assist in the coordination of external meetings by interacting with clients, partners, or venues, and support internal events such as team meetings and forums by preparing presentation material and calendar invites.
* Develop and maintain effective relationships with both internal and external stakeholders through clear, timely, and informative communication.
* Assisting with the processing of invoices and receipting via Oracle.
* 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**

* Proven experience in performing a broad range of administrative support functions in a contemporary office environment.
* Experience in SharePoint, ECM, Oracle and Power BI will be considered favourably.
* Demonstrated organisational skills with the capacity to use initiative and flexibility in managing a multifaceted, variable workload.
* Relevant, formal qualifications would be well regarded but are not essential

**Knowledge and Skills:**

* **Communicate with Impact:** Organises information in a logical sequence; includes content appropriate to the purpose and audience.
* **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.

* **Interpersonal Skills:** Polite, professional & considerate in dealing with others; aware of people’s moods &

temperament: Expresses own views in a constructive & diplomatic way; reflects on how own emotions impact

on others.

* **Working Collaboratively:** Cooperates and works well with others in pursuit of team goals; share information

and acknowledge others’ efforts; Step in to help others where required.

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
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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 2020* 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