# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Safety Specialist – Dangerous Goods and Hazardous Substances |
| **Position number:** | 50960995 |
| **Classification:** | VPS 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Corporate Services |
| **Division & Branch:** | People and Culture / Workplace Services |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Damien Lindsay, Manager Safety |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Colin Purcell, 0427 000 090 |

Position purpose

The Senior Safety Specialist – Dangerous Goods and Hazardous Substances (DGHS) is the subject matter expert on all issues relating to the handling, storage and transportation of DGHS across all DEECA sites.

DEECA’s diverse operations require a broad use of chemicals across multiple sites ranging from small to large facilites state-wide.

The role will provide technical DGHS safety advice and support to regional and metropolitan staff and other Safety and Wellbeing Advisors. The position will require extensive engagement with stakeholders and technical experts to support continuous improvement opportunities for the department’s safety management system.

The role is the key contact for the divisions and working groups to ensure delivery of a safe system of work for DGHS. This system of work will be supported by the coordination of safety assurance reviews and implementation of initiatives that contribute to consistency and improvement actions.

The position will be available to provide safety advice for DGHS during emergency response.

Context

*The Group*    
Corporate Services enables good governance and delivers efficient and effective services that meet customer needs. Together we deliver better, by working across our group and with our colleagues in other groups to deliver services across people and culture, finance and planning, information services, digital and customer communications (including the customer contact centre) and legal services.

*The Division*    
People and Culture works in partnership with groups to build a positive culture, ensure we have the right people with the right skills, develop accountable, collaborative and inclusive leaders, design an agile and adaptable organisation and build a productive and flexible workforce. Across the Operations, Organisational Development, Systems and Workplace Services teams, People and Culture is delivering service excellence underpinned by a culture of collaboration and continuous improvement.

*The Branch*    
Workplace Services is a key centre of expertise that provides strategies, frameworks and tools for wellbeing, safety and industrial relations that support the department in delivering on its corporate objectives through its people and promotes a safe working environment for all.  As the centre of expertise for wellbeing, safety, industrial relations, integrity, business partnering and end-to-end case management, the success of the team is dependent on its ability to collect and analyse information to deeply understand trends and challenges and maintains a contemporary problem solving and best practice approach.

The branch partners with groups and delivery areas to understand key risks, gaps and priorities and uses this understanding to develop proactive and innovative solutions that meet the needs of DEECA employees and business areas and align to legislative requirements and strategic priorities set by the Secretary and Executive Board.

Accountabilities

* Develop and implement consistent state-wide approaches to ensure legislative compliance in the handling, storage and transportation of DGHS in consultation with stakeholder groups and operational teams.
* Lead the development and maintenance of DGHS management framework, including policies, procedures and guidelines to build competency and capability across the department.
* Support the department’s Safety Assurance Program and Safety and Wellbeing Strategy and monitor legislative compliance and consistency across the department.
* Co-ordinates audits/inspections and performance monitoring relating to applicable DGHS legislation, internal safety management systems and continuous improvement strategies.
* Deliver continuous improvement in DGHS safety, through the design and development of Safe Work Procedures, Safe Operating Instructions and other relevant materials.
* Provide subject matter expertise in the identification of current and emerging risks in relation to DGHS in particular to inform the risk prioritisation process for future programs, training and continuous improvement strategies.
* Deliver expert DGHS technical advice and support to key internal/external stakeholders, providing practical guidance on legislation compliance and department standards
* Lead the development of strategic DGHS projects and oversight plans

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* Tertiary qualifications in occupational health and safety, and/or qualifications or training in risk management, occupational hygiene or a related discipline
* Extensive technical expertise and experience in the requirements of safe handling, storage and transportation of DGHS and knowledge of the relevant legislation, regulations, standards and codes
* Demonstrated skills and experience in planning and delivery of programs or projects (desirable).
* Experience in emergency management operations will be highly regarded.

**Capabilities**

* **Critical Thinking and Problem Solving**: Takes into account wider business context within business unit when considering options to resolve issues. Identifies recurring problems and prevents future recurrence by integrating solutions into work process. Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.
* **Stakeholder Management:** Identifies issues in common for one or more clients or stakeholders and uses them to build mutually beneficial partnerships. Identifies and responds to stakeholder’s underlying needs. Uses understanding of the stakeholder’s organisational context to ensure outcomes are achieved.
* **Innovation and Continuous Improvement:** Uses understanding of clients or stakeholders’ context to design and implement systems for continuous improvement within team or organisation. Reviews and analyses internal and external information to improve effectiveness and quality of work. Creates team environments where innovation and creativity are fostered and rewarded.
* **Systems Thinking:** Diagnoses trends, obstacles and opportunities in the internal and external environment that connect to own work and teams work; Coaches others in using systems thinking to solve problems and create solutions; Understands the linkages between systems and communities to inform policy; Conceptualises and defines the systems working within the organisation.

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: | * Driving * 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)