# Department of Energy, Environment and Climate Action

Position Description





## Position details

|  |  |
| --- | --- |
| **Position title:** | Senior Policy Officer – Integration and Governance |
| **Position number:** | 50966988 & 50966990 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 to $136,747 plus superannuation |
| **Employment type:** | Fixed term for 3 years |
| **Group:** | Energy Group |
| **Division & Branch:** | Office of the Executive Director, Energy Transition and Strategy |
| **Work location:** | Level 3, 8 Nicholson Street, East Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Catherine Laurie, Manager Integration and Governance |
| **Direct reports:** | Yes  No |
| **Further information:** | Catherine Laurie, Manager, 03 8508 2881 or catherine.laurie@deeca.vic.gov.au |

Position purpose

The Senior Policy Officer, Integration and Governance plays an integral role in Energy Transition and Strategy Division, providing strategic policy and governance advice relating to the SEC (State Electricity Commission) and VicGrid to DEECA Energy executives and the Minister for Energy and Resources. The role involves working collaboratively with other members of the Energy Transition and Strategy Division and with a broad range of internal and external stakeholders, to deliver high-quality outcomes and support achievement of Victoria’s energy transition objectives.

The role applies analytical proficiency and problem-solving capabilities to policy and governance matters and proactively supports DEECA Energy’s strategic oversight and portfolio governance relationship with the SEC and VicGrid. This key role requires extensive experience in policy and governance as well as a detailed understanding of government processes including Ministerial and Cabinet processes. The role requires excellent written communication, organisational and interpersonal skills.

Context

*The 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

These divisions enable the strategic work required to take place and set the Department up to undertake major energy transformations.

***The Division***

The Energy Transition and Strategy Division’s 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.

Accountabilities

* Provide timely, accurate and authoritative written and verbal advice to management, executives and key stakeholders on a wide range of complex policy and governance matters relating to the SEC and VicGrid, as key public entities supporting the Victorian Government’s energy transition objectives.
* Lead projects and functions relating to the Department’s portfolio oversight and governance role for the SEC and VicGrid.
* Prepare high-quality written documents including briefings, Cabinet submissions, correspondence, presentations and reports for a range of audiences including Ministers and ministerial offices, Departmental staff and other government agencies and authorities, within the required deadlines.
* Actively contributes to a positive, open, delivery focused culture that values, supports and mentors people and is based on collaboration, accountability and performance excellence.
* Initiate, build and maintain effective and collaborative working relationships with internal and external stakeholders, to facilitate the flow of information between DEECA Energy Group, VicGrid and SEC.
* Proactively lead consultation within DEECA, other Victorian/Commonwealth government agencies, the SEC and VicGrid, as required.
* Confidently represent DEECA at key forums internally, with other departments, and at various other meetings, negotiating constructive solutions to identified policy and governance challenges.
* 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 appropriate tertiary qualification in law, governance, public policy, science or similar would be highly desirable.
* Demonstrated experience in interpreting and analysing legislation, policy and technical information, to translate and communicate effectively for varied audiences would be desirable.
* Understanding of the Victorian energy sector including the frameworks governing electricity, solar and gas networks would be desirable.

**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 processes. Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.
* **Policy design and development:** Formulates and communicates public policy options and recommendations; Develops a clear narrative for the policies and business cases including clear problem definition and objectives; Considers impact of policy to strategic plans, community needs, complementing programs and policies across the service.
* **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.
* **Working Collaboratively**: Guides others to create a culture of collaboration; Identifies, and works to overcome, barriers to knowledge or information sharing; Identifies opportunities to work with other teams to deliver outcomes.

Position specific requirements

|  |  |
| --- | --- |
| 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 |
| 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)