# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Policy Officer – Mitigation and Preparedness |
| **Position number:** | 50939484 |
| **Classification:** | VPS4 |
| **Salary range:** | $95,102 to $107,905 + Superannuation |
| **Employment type:** | Fixed Term till 24 Jan 24 |
| **Group:** | Water and Catchments |
| **Division & Branch:** | Partnerships and Sector Performance/Sector Resilience and Emergency |
| **Work location:** | Flexible / 8 Nicholson Street, East Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Senior Policy Officer, Mitigation and Preparedness, Water Emergency Management |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Tim Kuiper, 0434 342 843 |

Position purpose

The Policy Officer – Mitigation and Preparedness supports the development of emergency preparedness, response and recovery policies and plan for major complex and interrelated incidents. The role also contributes the Group submissions for Water Emergency Management unit to Cabinet and Ministerial inquiries.

Context

*The Group*

Water and Catchments Group (WCG), in partnership with water corporations and catchment management authorities, is responsible for effectively managing Victoria's water resources to meet future urban, rural and environmental needs. WCG works across DEECA, with agencies, Ministers, stakeholders and the community to balance the economic, environmental and social values of water. This work helps deliver secure water supplies, greener and liveable cities and towns and healthy waterways and aquifers.

*The Division*

This position is located within the Partnerships and Sector Performance Division, which is responsible for leading Water and Catchment Group’s engagement with water and catchment management sector entities including the Victorian Environmental Water Holder. The division provides governance and performance oversight of the water sector in Victoria and high-level, strategic policy oversight and strategy development to support Victoria’s other intergovernmental and international water interests.

*The Branch*

The Sector Resilience and Emergency Branch is responsible for Water and Catchment’s control agency responsibilities for designated classes of water emergencies, and for ensuring the effective operation of the Victorian water sector in providing essential services to the Victorian community. The Branch provides strategic advice, operational support and key program delivery to ensure preparedness, response to and recovery from major incidents including water & wastewater disruption, algal blooms, dam safety events, and non-hazardous pollution of inland waterway, as well as working closely within Victoria’s emergency management framework in response to interlinked emergency events. The Branch has the regulatory function for dam safety in Victoria and a critical role in risk management and critical infrastructure resilience. In addition, the branch manages the water sector’s climate change mitigation and adaptation work program, ensuring improved resilience to risks impacting the Victorian water sector.

Accountabilities

* Contribute to the development, review and evaluation of policies and procedures for water emergencies and systems to monitor and report on implementation that deliver government priorities.
* Deliver tasks in a timely manner and is effective in achieving the required outcome.
* Maintain effective and collaborative relationships with colleagues and key stakeholders, including by organising consultation forums to support government and branch priorities.
* Research and develop recommendations for public policy options, develops operational policy and contributes to strategic policy development.
* Prepare well-informed factual, accurate and timely communications including key messages and responses to Ministerial briefings and correspondence.
* Provides secretariat support as required at main stakeholder meetings.
* Maintain an awareness of sector wide issues and best practice
* Work flexibly and collaboratively across the team to deliver outcomes.
* 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**

* Relevant tertiary qualification/s or experience in public policy, science, natural resource management, law, engineering, economics or a water-related or emergency management field is desired.

**Capabilities**

**Critical Thinking and Problem Solving**

* Supports the strategic planning process in own work area and seeks information about how their work relates to broader organisational strategy
* Understands concepts relating to strategic planning.

**Policy Design and Development**

* Understands the purpose of policies.
* Uses operational policies to guide their work;
* Seeks information to improve knowledge and application of policies;
* Contributes to and provides a support role in business case development.

**Stakeholder Management**

* Takes steps to add value for the client or stakeholder
* Links people with other areas as appropriate
* Monitors client and stakeholder satisfaction
* Constructively deals with stakeholder issues.

**Communicate with Impact**

* Organises information in a logical sequence
* Includes content appropriate to the purpose and audience.
* Prepares and delivers logical sequential and succinct presentations
* Uses clear & concise language

Position specific requirements

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| Financial Delegation Value | $ N/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).  This position may have a requirement to work shift work or out of hours work will be required that will involve evening or weekend work including occasional overnight travel. |
| 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 more than 6,500 staff, who work from more than 82 locations throughout Victoria, across the portfolios of energy, environment, climate action, water, agriculture and resources. 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)