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| Department of Environment,Land, Water and Planning |
| Position Description |

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| **Position purpose**The Policy Officer will contribute to the delivery of the Victorian Government’s ambitious climate change policy agenda. This will involve working as part of multi-disciplinary teams to develop and implement solutions to complex climate change mitigation and adaptation issues. The Policy Officer will also contribute to providing tailored and timely advice to the department’s Executive and the Minister for Environment and Climate Change. |
| **Position details** |
| **Position title:** | Policy Officer |
| **Position number:** | 819477 |
| **Classification:** | VPS 3 |
| **Salary range:** | $65,713 - $79,790 |
| **Employment type:** | Ongoing - Flexible |
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| **Group:** | Energy, Environment and Climate Change Group |
| **Division & Branch:** | Climate Change Division/Climate Change Policy Branch |
| **Work location:** |  8 Nicholson Street, East Melbourne |
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| **Reports to:** | Manager, Climate Change Policy  |
| **Direct reports:** | [ ]  Yes [x]  No If yes, how many? |
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| **Further information:** | Kylie Goodwin (03) 9637 8123 |

**About the Department**

The Department is tasked with ensuring that Victoria has the right conditions to enable economic growth, while delivering liveable, inclusive and sustainable communities.

We bring together planning, local government and infrastructure, environment, climate change, energy and water functions, to ensure an integrated approach to the development of long-term State and regional strategies that build on social, environmental and economic opportunities to provide for future population growth and change.

We build community resilience by adopting an all-hazards, all-emergencies approach across our built and natural environments to improve protection against natural disasters and other emergencies.

For further information about the department, please visit our website www.delwp.vic.gov.au

**Context**

*The Group/Division/Branch*

The **Energy, Environment and Climate Change Group** comprises a broad range of policy and strategic areas in the Department of Environment, Land, Water and Planning (DELWP). We work collaboratively with our Regional Services, portfolio agencies and stakeholders to deliver our policies and programs.

The Group is made up of five divisions: Climate Change, Biodiversity, Land Management Policy, Energy Policy and Programs, and Renewable Energy.

The **Climate Change Division** provides high quality policy advice to government on directions, principles, strategies and actions to protect the environment, provide leadership on climate change, recognising that a healthy environment is critical to growing Victoria's economy and improving liveability for all Victorians.

The **Climate Change Policy Branch** is responsible for delivering government’s climate change commitments. This includes: developing policy and processes to meet the Government’s emissions reduction targets; delivery of the Government’s response to the Independent Review of the *Climate Change Act 2010*; providing strategic advice on national and international climate change policy and science; and developing and delivery of adaptation policy.

**Accountabilities**

These accountabilities will form the basis of an individual’s Performance Plan

* Contribute to policy development, legislative reform, research and analysis.
* Identify and monitor key issues that influence climate change policy development and support the Department’s projects, programs and priorities.
* Prepare and present accurate, concise and timely reports, briefings and correspondence on climate change policy issues for a range of audiences including Ministers and Department Executives.
* Effectively communicate – in writing and verbally – policy issues, processes solutions to internal and external stakeholders.
* Initiate, build and maintain effective working relationships with internal and external stakeholders.
* Contribute effectively to building and maintaining a constructive culture within the Branch including through demonstrating DELWP cultural values.

**Position specific requirements**

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| Financial Delegation Value | N/A |
| This position has the following specific requirements: | National Police Check will be conducted as part of the selection process (for all non-DELWP employees). |

**Key Selection Criteria**

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

**Specialist/Technical Expertise**

* Tertiary qualification(s) including science, law, economics, public policy, natural resource or environmental management or similar is desirable but not essential.

**Knowledge and Skills**

* **Written and Verbal Communication:** Identifies key messages and information required for decision making; considers the needs of target audiences; clearly and confidently communicates with people at all levels of the organisation; uses feedback to refine communication and ensure communications are understood.
* **Research and analysis:** Demonstrated ability to undertake research to support policy development or legislative reform; critically analyses information obtained so that it can be used to inform policy development or legislative reform as appropriate; scans for links and potential implications of proposed policy options; keeps up-to-date with a broad range of contemporary issues related to climate change.
* **Stakeholder Management:** Able to establish and maintain effective working relationships with stakeholders; Identifies and manages a range of complex and often competing needs; identifies issues in common for one or more stakeholders and uses them to build mutually beneficial partnerships; finds innovative solutions to resolve stakeholder issues.
* **Planning and Organising:** Sets time aside to think; understands objectives and priorities; liaises with others when organising work; anticipates barriers and finds effective ways to deal with them.

**Department Values**

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian community. Our values are the foundation of our culture and guide how we work together, with our ministers, stakeholders, partners and the community.

The departments values are: **Teamwork**, Service **Excellence**, Ownership and **Wellbeing & Safety**.

**Emergency Response and Health and Safety Requirements**

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-agencies 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.

The occupational health and safety requirements of this position include, but are not limited to:

* Sedentary desk work

**Other relevant information**

**Employment Eligibility**

* 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 three months

**Join a Workplace Based on Fair Employment**

The department offers fair employment and career opportunities. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

**Balancing your Life**

We understand that life balance is an important part of our employees’ lives.  The department offers a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations.  We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

**Equal Opportunity Employer**

The department is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds.

It is a policy of the department to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

**Terms and Conditions**

Conditions of employment will be governed by the *Victorian Public Service Enterprise Agreement 2016* and the *Public Administration Act.*

**Privacy and Probity**

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.*

If you would like to receive this information/publication in an accessible format (such as large print or audio) please call the Customer Service Centre on: 136 186, TTY: 133 677, or email customer.service@delwp.vic.gov.au .