# Senior Policy Analyst

We are seeking a Senior Policy Analyst to prepare and provide policy research, analysis, advice and recommendations on diverse and challenging policy and strategic land use planning issues facing Victoria’s agricultural industries.

The successful applicant will work effectively as a member of a team, enjoy flexible working arrangements and undertake a variety of work across the division. They will be required to represent the Department in forums and build relationships with internal and external stakeholders. They will also need to take a ‘can-do’ approach and contribute to a culture of excellence, responsiveness and flexibility.

The successful candidate will have knowledge of Government policy in the agriculture sector. Understanding of the role of the Victoria Planning Provisions, the *Planning and Environment Act 1987* and associated land use planning policies would be beneficial.

## The candidate will have strong analytical skills and experience in researching and developing policy recommendations for government to satisfy a complex group of stakeholders. They will need a solid understanding of policy concepts and an ability to apply sound policy analysis in the preparation of strategic advice. They will be team players with excellent project management, communication, negotiation and influencing skills. This position also requires the interpersonal skills to liaise with a broad range of internal and external parties.

## **Are you?**

Seeking an opportunity to learn, grow and achieve?

Looking for a challenge, variety and flexibility?

Enthusiastic and self-motivated?

Position Title: Senior Policy Analyst

Position Number: 020022

Classification: VPS5

Salary Range: $101,120 - $122,348 (plus superannuation)

Group / Branch: Agriculture Victoria / Agriculture Policy

Usual Work Location: Negotiable

Usual Hours of Work: Full time (negotiable)

Tenure: 30 June 2022

Further Information: Anja George, Senior Policy Analyst

Phone: 0438 207 422

Position Reports To: Policy Manager

## **About the department**

The Department of Jobs, Precincts and Regions (DJPR) was established to ensure Victoria's strong economic performance by growing industries and regions. Here at DJPR, we're making sure Victoria's economy benefits all Victorians by creating more jobs for more people, building thriving places and regions and nurturing inclusive communities.

Our work supports a range of diverse portfolios and operates across metropolitan, regional and international offices. We also oversee various public entities, including public corporations, regulatory authorities and specialist boards.

The Department strongly encourages applications from Aboriginal and Torres Strait Islander people and offers reasonable adjustments for applicants with disabilities.

Our values are accountability, integrity and respect, and underpin everything we do.

For more information about the department, please visit our website: [www.djpr.vic.gov.au](http://www.djpr.vic.gov.au).

**Agriculture Victoria Group**

Agriculture Victoria works with industry and community stakeholders to support the agriculture, food and fibre sector to become more globally competitive, innovative and resilient.

Agriculture Victoria consists of Agriculture Victoria Research, Biosecurity and Agriculture Services, Agriculture Policy, Animal Welfare Victoria and Agriculture Regulatory Policy, and Agriculture Victoria Business and Finance Services. Across these areas Agriculture Victoria delivers:

* Policy and program development for agriculture, food safety, food security, biosecurity, agriculture and veterinary chemicals
* Domestic animal and animal welfare research, policy, education and compliance
* Emergency preparedness, response and recovery
* Research in science and technology leading to innovative farming systems, products and services
* Facilitation of development projects
* Community and industry engagement, education, practice change and enforcement services
* Regulation and oversight of statutory regulators
* Assistance to drive export activity, market access and investment attraction.

**Agriculture Policy Branch**

Agriculture Policydesigns and delivers evidence-based policy and programs, and provides advice to support agriculture industries grow, adapt to risks and respond to new opportunities. This includes:

* Initiatives to support the agriculture sector to grow through job creation, investment attraction and creation of export opportunities.
* Industry development policy and codes of practice for animal, plant, intensive and emerging industries.
* Influencing policies on strategic land-use and structural adjustment, building resilience to economic and climatic volatility.
* Socio-economic evidence and agriculture sector intelligence to inform government responses.
* Activities to maintain and grow access to domestic and export markets.
* Oversight of industry development committees and portfolio entities

**Key Accountabilities**

1. Undertake complex assessments and prepare high-level briefings, research papers and correspondence for and on behalf of the Minister and the Department's executive.
2. Identify research, analyse and make timely recommendations on agriculture industry and land use strategy, policy, planning and legislative issues.
3. Establish networks and develop strategies to consult with and build support among key stakeholders for policies and programs, including working across DJPR, regional, State and Commonwealth agencies, agriculture industries and communities.
4. Represent the Department at key forums within DJPR, with other departments, and at conferences, workshops and meetings.
5. Deliver high-quality work on time and to a high standard and help foster a culture of excellence, responsiveness and flexibility.
6. Proactively manage the design, planning, delivery, reporting and evaluation of complex policy projects within tight timelines.
7. Other duties commensurate with the role that support the Agriculture Policy Branch to deliver its requirements and obligations.

**Key Selection Criteria**

1. Understanding and practical knowledge of the policy drivers, challenges and opportunities faced by Victoria's agriculture sector or capacity to quickly develop that understanding.
2. Ability to influence and negotiate effectively with internal and external industry, agency and government stakeholders to address policy challenges.
3. Proven analytical and conceptual skills, including ability to quickly assimilate new concepts and information to deliver solutions to policy issues.
4. High level written and verbal communication skills used to prepare policy papers, presentations, reports and briefings.
5. Demonstrated experience in designing and leading projects with tight timelines using a collaborative approach.

**Desired Experience/Qualifications**

A relevant tertiary degree would be well regarded.

## **Pre-employment Misconduct Screening Requirements**

All applicants may be subject to the following pre-employment checks:

* National Police Records Check
* Declaration of private interests
* Pre-employment misconduct screening declaration

The position has the following inherent requirement level of intrinsic risk:

* Contact with community members (medium)

## **Health and Safety Requirements**

You may be required to undertake relevant medical and other safety compliance requirements that relate to any risks associated with this role.

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

* Sedentary desk work

## **Employment Information**

* Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.
* 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.
* All new appointments to the department will be subject to a National Police Records Check.
* Employees are covered by the *Victorian Public Service Enterprise Agreement 2020.*
* The collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014.*

## **Emergency Response Requirements**

The department plays a major role in Victoria’s emergency response activities, biosecurity incursions and compliance actions. Employees can be directly employed for these roles or may be called upon to support these activities as required following appropriate training and suitability assessment.