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

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| Position purpose  The Natural Environment Program Officer is part of a multi-disciplinary team and will provide high quality technical advice to support decision making processes, with a focus on environmental impacts of Victorian Government Infrastructure projects, including the Major Road Projects Authority, Rail Projects Victoria, North East Link, Level Crossing Removal Project and other state infrastructure agencies. The position sits within the Natural Environment Program team and reports to the Senior Natural Environment Program Officer, Port Phillip region and works closely with the State Projects Facilitation branch and Native vegetation regulations teams within DELWP and other state infrastructure agencies.  The ideal candidate will be experienced in natural resource management including environmental assessment and regulation, and have a sound understanding of relevant strategies, standards and legislative obligations including the Native Vegetation regulations and the Flora and Fauna Guarantee Act 1988. They will have sound technical skills relating to Environmental Effects Act 1978 and Environment Protection and Biodiversity Conservation 1999 legislation and providing expert environmental advice relating to these acts. They will have a proven ability to solve complex issues and problems, work on a wide range of tasks with variable deadlines, and work in a team environment. They will demonstrate good influence and negotiation skills and an ability to provide advice to, and build relationships with, a wide variety of stakeholders including industry, consultants, other government agencies, and the community. | |
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| Position details | |
| **Position title:** | Natural Environment Program Officer |
| **Position number:** | 50938320 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $87,640 - $99,438 + superannuation |
| **Employment type:** | Fixed Term – Flexible until 30 June 2022 |
| **Group:** | Forest, Fire and Regions |
| **Division & Branch:** | Regional Directorate / Port Phillip (RD) |
| **Work location:** | Flexible within the Port Phillip Region |
| **Reports to:** | Leah Wheatley – Senior Natural Environment Program Officer |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Leah Wheatley – 0436 696 417 |

About the Department

DELWP employs more than 4,000 staff in 82 locations across the state. We are a key manager of Victoria’s public estate and directly manage an $8.3 billion investment portfolio, with 81 per cent comprising various categories of public land. The department owns and manages a further $1.6 billion of other assets, including 40,000 kilometres of roads and tracks, office buildings, depots, public toilets, picnic shelters, recreational facilities, firefighting and road maintenance equipment, crossings, water bores and mobile plant equipment.

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.

Our promise to put the community at the centre, is underpinned by our [*community charter*](https://www2.delwp.vic.gov.au/communities-and-regions/community-charter) and supported by a culture built on the values of teamwork, wellbeing and safety, ownership and service excellence.

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

**Context**

*The Group*

Forest, Fire and Regions manages State forests, coasts and other public land, and delivers integrated, accessible and high-quality programs, projects and services across all DELWP portfolio areas, working collaboratively with local communities and other partners. The group provides high-quality advice to government on forest, fire and emergency management, and has a lead role in preparing for, responding to, and recovering from fire and other emergencies, to reduce impacts on people, property and the environment. As DELWP’s main connection to local communities and environments across the state, the group provides valuable intelligence on how policy and programs can be designed and delivered to better meet the needs of Victorians.

*The Division*

The role of the Regional Directorate is to provide a strong, integrated, community-centred approach to place-based design and delivery of programs, projects and services which includes and supports the Forest and Fire Operations Division in fire and emergency operations. There are six (6) Regional Directorates: Port Phillip, Barwon South West, Grampians, Loddon Mallee, Hume and Gippsland.

*The Branch*

The Natural Environment Programs Branch provides place-based leadership for the planning and delivery of agreed priorities relating to biodiversity and water. This includes providing environmental and land use information and advice, planning and delivery of biodiversity projects, and planning and delivery of recreational water projects.

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**.

Accountabilities

* Participate as a member of the Natural Environment Program team, and work collaboratively to assist with the assessment of major state infrastructure project proposals including North East Link, Major Roads Projects, Rail Projects Victoria Projects and other state transport infrastructure projects.
* Provide prompt technical biodiversity advice and relevant policies, strategies and statutory provisions, including any legislation, regulations and guidelines, to ensure biodiversity assets are recognised, and appropriately considered and conserved through the planning and approvals processes for infrastructure development project proposals.
* Interpret, apply and communicate relevant Natural Environment Program policy and legislation as it relates to major state infrastructure development proposals, particularly the Native Vegetation regulations and *Flora and Fauna Guarantee Act 1988* controls, *Environmental Effects Act 1978* and *Environment Protection and Biodiversity Conservation* 1999.
* Collaborate and liaise with internal and external stakeholders to ensure all existing knowledge about biodiversity values are considered in major road project planning and approvals processes.
* Build and maintain positive relationships and integrated approaches with other teams, particulary the Infrastructure Coordination branch within the Office of the Deputy Secretary EECC, within the regional directorate, Forest and Fire Operations and other FFRG divisions to ensure the consistent, integrated and efficient delivery of natural environment programs, projects services across the Forest, Fire and Regions Group.
* Proactively model positive and productive behaviours consistent with the team culture, ensuring compliance with legislation and departmental business rules and responsiveness to emerging issues.
* 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.

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 |
| DELWP will conduct relevant and  required checks about applicants  and the information provided within  an application. Such checks will  include but are not limited to: | A Declaration and Consent form consenting to DELWP 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-DELWP employees). |
| Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2020* 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. |

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 science or natural resource management is desirable.
* Good technical knowledge and understanding of biodiversity issues, legislation and policy, specifically the Native Vegetation regulations and the Flora and Fauna Guarantee Act 1988, *Environmental Effects Act 1978* and *Environment Protection and Biodiversity Conservation 1999* is mandatory.
* Knowledge and experience in threatened species management, including environmental assessments is desirable.

**Capabilities**

* **Flexibility and adaptability** - Accept changed priorities without undue discomfort. Responds quickly to changes. Comfortable working in collaboration with teams outside of own organisation.
* **Critical thinking and problem solving** - Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions. Applies critical thinking and problem solving concepts in the right context.
* **Political and organisational context** - Understands issues and pressures to which the organisation has to respond; Understands the reasons behind the organisational climate and culture.
* **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.

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.

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

* Sedentary desk work
* Field work
* Manual handling
* Emergency response work

Diversity and Inclusion

Diversity and inclusion are intrinsic to a safe workplace and as fundamental to wellbeing as the steps we take to remove hazards or support staff in difficult situations.

**BECAUSE**

We’re committed to putting the community at the centre of everything we do

**WE BELIEVE**

We must reflect and respect the Victorian community

**SO WE BEHAVE**

In a way that includes everyone, all the time

**WHICH LEADS TO**

Everyone feeling safe and respected

**AND RESULTS IN**

Better outcomes for DELWP and for Victoria.

**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

Other relevant information

**Join a Workplace Based on Fair Employment**

The department offers fair and equitable 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.

**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 Self-Determination Reform Strategy 2020- 2025, DELWP 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 [aboriginal.employment@delwp.vic.gov.au](mailto:aboriginal.employment@delwp.vic.gov.au)

**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 including family, health, study, carer responsibilities, hobbies and life/career aspirations. AT DELWP we provide options such as flexible start and finishing times, working part time, job sharing, working from home or other suitable locations and paid leave provisions 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’.

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](mailto:customer.service@delwp.vic.gov.au) .