

POSITION DESCRIPTION

General Manager, Mine Fire Safety

The General Manager MFS leads the MFS Unit within the Earth Resources Regulation Branch (ERR) of the Department of Economic Development, Jobs Transport and Resources (DEDJTR). ERR is responsible for regulating exploration and development of Victoria's extractive, mineral, petroleum and geothermal energy resources and the development of high pressure pipelines. The Branch administers Victorian legislation and regulations to ensure that earth resources operations meet community expectations and regulatory standards including identifying and managing the risk of mine fires.

The MFS Unit will provide authoritative advice to ERR on the characteristics of coal mines including the propensity of exposed coal to ignite, fire behaviour in mines and prevention, mitigation and suppression techniques. The position of GMMFS will provide leadership to a team of up to five mine fire prevention and mitigation inspectors and provide technical guidance and project management and will participate as part of the senior management team of ERR.

The position reports directly to the Executive Director, Earth Resources Regulation.

Are you?

Seeking an opportunity to learn, grow and achieve?

Looking for a challenge and variety?

Enthusiastic and self-motivated?

Position Details

Position Title:	General Manager, Mine Fire Safety
Position Number:	
Classification:	VPS 7
Salary Range:	\$144,098 - \$195,975
Group/Division/Branch:	Agriculture, Energy and Resources / Regulation and Compliance / Earth Resources Regulation
Work Location:	Melbourne/Traralgon
Employment Type:	Full Time
Tenure:	Fixed term (1 September 2015 – 30 June 2019)
Further Information:	Ross McGowan
Phone:	(03) 9092 2045
Position Reports To:	Executive Director, Earth Resources Regulation

About the Department

The Department of Economic Development, Jobs, Transport and Resources (DEDJTR) is the Victorian Government's lead agency for creating the conditions to sustainably develop the Victorian economy and grow employment.

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Our role is to increase jobs, investment, exports and opportunities; stimulate innovation, competitiveness, and confidence; and support sustainability.

DEDJTR has nine Ministers across 13 portfolios: Public Transport; Employment; Agriculture; Regional Development; Industry; Energy and Earth Resources; Roads and Road Safety; Ports; Tourism and Major Events; Creative Industries; Small Business, Innovation and Trade; Industrial Relations; and Training and Skills (international education). Three functional groups provide department-wide operational support: Strategy and Planning; People and Executive Services; and Financial Management and Technology Services.

DEDJTR employees are located throughout the Melbourne CBD, metropolitan Melbourne, regional Victoria and international offices worldwide.

Additional information about the Department of Economic Development, Jobs, Transport and Resources can be obtained by visiting our website at www.economicdevelopment.vic.gov.au.

The Agriculture, Energy and Resources Group

The Agriculture, Energy and Resources group supports Victoria's food and fibre sector to maintain access to and grow new markets, responds to fire, flood and biosecurity emergencies, administers effective risk based regulation and provides efficient, reliable and safe energy services.

The Earth Resources Regulation Branch

The Earth Resources Regulation Branch located within the Regulation and Compliance Division is led by the Executive Director and provides high level advice to the Minister for Energy and Earth Resources on all aspects relating to Victoria's minerals and petroleum industries.

The Regulation and Compliance Division also manages the State's earth resources, seeking to encourage sustainable investment in exploration and development as well as regulating the industry to ensure it meets all legislative and policy standards.

Currently the coal, oil and gas, mining and extractive industries represent a significant sector of the Victorian economy with a total annual production value of over \$4 billion.

To support and expand this sector Earth Resources Regulation aims to increase and promote responsible exploration and production of oil, gas and minerals by assuring compliance with safety and environmental standards. It also aims to provide high quality geological, geophysical and technical information to the industry and community.

The Earth Resources Regulation Branch, in which the position is located, is responsible for the oversight of the minerals and extractive, petroleum, greenhouse gas geological storage, geothermal industries and the pipeline industry (in part) with regard to the environment, public safety and public infrastructure. (Note: ERR is not responsible for regulating occupational health and safety in these industries).

ERR performs two key functions

- Licensing – assessment and approval of applications and work plans, fees and royalties collection.
- Standards – establishing, advising, monitoring and enforcing public safety, environmental and stability standards and formal investigation of major incidents.

Key Accountabilities

1. Lead and manage the MFS Unit within ERR to ensure an effective regime of mine fire risk identification and mitigation across coal mines in Victoria.
2. Plan and manage the activities of the MFS team.

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3. Establish and lead a program of assessment of fire risk in Victorian coal mines, identification of mitigation measures and incorporation of risk identification and mitigation measures in coal mine work plans.
4. Establish and maintain systems of planning, control, training, output measurement and reporting for MFS Unit activities, to ensure that the unit's resources are effectively and efficiently applied; that legislation, regulations and departmental policies and procedures are followed; and that regulatory standards and requirements are applied consistently.
5. Develop operational policies and procedures; industry performance standards and guidelines; and programs to promote adoption of effective fire mitigation processes by Victorian coal mines.
6. Provide high level advice and recommendations to senior management in relation to fire risk identification and mitigation in Victorian coal mines.
7. Liaise and negotiate at a senior level with key stakeholders in the public and private sectors and the broader community in relation to coal mine fire prevention issues.
8. Adopt and apply OH&S policies and procedures to ensure a safe work environment.

Key Selection Criteria

1. An ability to lead, motivate and develop staff, including capacity to develop and maintain effective systems of work to ensure the team's resources are effectively and efficiently applied.
2. Extensive experience of risk identification and mitigation planning in an earth resources industry environment.
3. Demonstrated experience in project management resulting in effective coordination and delivery of project tasks and scheduled timeframes for a team.
4. Demonstrated ability to provide high level advice and recommendations on the policies, issues and regulatory frameworks applying to fire management in the earth resources sector.
5. Demonstrated negotiation and communication skills, with a wide range of stakeholders in the public and private sectors and the broader community.
6. Ability to develop operational policies and procedures, industry performance standards and guidelines to promote effective approaches to fire management in the earth resources sector.

Desired Experience / Qualifications

- A tertiary qualification in Fire Management, Mine Engineering or equivalent qualification.
- Significant experience in an earth resources industry fire management role

Position specific requirements

This position has the following specific requirements:

- A current licence to drive a motor car is required. Considerable travel to country locations and Melbourne will be required.
- A pre-existing injury declaration relating to the position requirements will be required.
- Overnight stays will be required occasionally.
- Attendance at after-hours meetings may be required.
- This is a supervisory role and therefore participation is required in the DEDJTR Management Module training and in the Supervisor Orientation program.
- Must support DEDJTR's commitment to the environment by acting in an environmentally responsible manner at all times.
- May be required to assist with emergency responses.

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- The successful applicant will be subject to a probation period of three months.

Other Relevant Information

Employment Eligibility

- 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 three months

Successful candidates will be required to comply with the 100 point Proof of Identity Check prior to commencing employment with the Department.

This position may be subject to a National Police Records Check.

Equal Opportunity Employer

The Department of Economic Development, Jobs, Transport and Resources is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds.

The Department strongly encourages applications from Aboriginal and Torres Strait Islander people.

The Department offers reasonable adjustments for applicants with disabilities on request.

Professional Obligations

All employees are reminded of their crucial role as a public servant in the workplace and are instructed to complete the Department's mandatory Professional Obligations training. The training provides clarity to employees on:

- Professional Obligations and Responsibilities
- Appropriate Management of Information and Use of Resources (including Information Security, File and Record Management, Information Privacy, Freedom of Information)
- Conflict of Interest
- Receiving and Providing Gifts, Benefits and Hospitality
- Prevention of Fraud and Corruption

Agreement/Award Coverage

Employment with the Department is subject to the terms and conditions outlined in the Victorian Public Service Workplace Determination 2012 or for Executive Officer classified positions, the Victorian Public Service Executive Employment Handbook 2007. All of our Employees are required to comply with the Victorian Public Service Code of Conduct.

Terms and Conditions

DEDJTR employees have generous terms and conditions which are outlined in an enterprise agreement the *Victorian Public Service Workplace Determination 2012*. These terms and conditions apply across the VPS.

Privacy Notification

DEDJTR affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Information Privacy Act 2000*.

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What we offer you

Working with DEDJTR presents a wide variety of opportunities, with an extensive range of personal and professional development programs designed to develop our people and their careers. Working closely with industry, business and the community enables you to make a difference to the economic prospects of all Victorians. Some of the benefits that we offer you include:

Health and Wellbeing

At DEDJTR, we have one of the most progressive health and wellbeing programs in the Victorian Public Service. We recognise that our people are critical to our ability to deliver business outcomes, and we understand that a holistic approach is required in engaging, satisfying and retaining our people. We provide an extensive health and wellbeing program that includes access to a free comprehensive and confidential health assessment, a range of health seminars, expos and events, fitness programs, lunchtime walking groups, professional nutrition and health advice, flu vaccinations, and an employee assistance program – just to name a few!

Diversity @ DEDJTR

At DEDJTR, 'diversity' includes all the ways in which our people differ, and the valuable contribution that all of these differences bring to our department. We believe that the strength of our organisation is in the innovation and the diversity of our people. Our broad diversity program enables us to more successfully attract, recruit, retain and develop a diverse workforce; fostering greater innovation, greater customer connection, increased wellbeing and satisfaction, and the ability to attract and retain talented people during times of economic change.

Learning and Development

We want you to grow, develop and learn with us. DEDJTR provides you with access to a range of internal and external learning and development opportunities to support your performance in your role and further your career aspirations. DEDJTR also supports relevant study via negotiated financial assistance and leave provisions for approved courses. Our Performance and Development Plan aims to support and encourage employees in achieving work and career objectives through clearly defined roles, development opportunities and performance targets.

Balancing Work and Life

We understand that work/life balance is an important part of our employees' lives. That's why we have a wide range of flexible work/life balance options such as working from home, flexible working hours and generous leave provisions including the 44/52 model of employment.

How to Apply

Applications including a resume and statement addressing the Key Selection Criteria are to be submitted online by visiting www.careers.vic.gov.au. All documents are to be attached as a Microsoft Office Word document. Applications not addressing the Key Selection Criteria may not be considered.

If you experience any difficulty in lodging your application on line, please contact: recruitment@dsdbi.vic.gov.au / recruitment@dtpli.vic.gov.au, where your enquiry will be handled by one of the Recruitment Team.