

## POSITION DESCRIPTION

### Mine Fire Inspector

The Mine Fire Inspector is located in 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 Mine Fire Inspector will contribute to the activities of the MFS Unit which include providing authoritative advice to ERR on the characteristics of coal mines including the propensity of exposed coal faces to ignite, fire behaviour in mines and prevention, mitigation and suppression techniques.

The position reports to the General Manager MFS Unit.

#### Are you?

Seeking an opportunity to learn, grow and achieve?

Looking for a challenge and variety?

Enthusiastic and self-motivated?

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#### Position Details

Position Title:	Mine Fire Inspector
Position Number:	tba
Classification:	VPS Grade 4
Salary Range:	\$73,854 – \$83,796 + superannuation
Group/Division/Branch:	Agriculture, Energy and Resources / Regulation and Compliance / Earth Resources Regulation
Work Location:	Traralgon
Employment Type:	Full Time
Tenure:	Fixed Term
Further Information:	Name
Phone:	(03) xxxx xxxx
Position Reports To:	Manager, Fire Prevention

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#### 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.

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.

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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](http://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.

## POSITION DESCRIPTION

### Key Accountabilities

1. Contribute to the activities of MFS Unit and ERR on fire prevention, mitigation and suppression approaches in Victorian coal mines
2. Review and comment on fire management plans and work plans where fire management is addressed
3. Undertake inspections and compliance audits of coal mines regulated by ERR to ensure compliance with existing fire management plans, work plans that address fire management and rehabilitation plans.
4. Undertake inspections of coal mining mines regulated by ERR to establish risk of fire, potential for spread of fire, risk to neighbouring communities, infrastructure or environmental assets and make recommendations to address risks.
5. Provide technical advice to the MFS Unit and to the wider branch on coal mine fire analysis and mitigation approaches.
6. Develop and maintain effective relationships with relevant stakeholders and in particular, significant coal mines, regulatory agencies and emergency services
7. Represent the Department at public meetings, on technical and legislative committees and before boards of enquiry, tribunals and appeals and liaise and negotiate with a range of senior persons in the public and private sector regarding fire management matters.

### Key Selection Criteria

1. Demonstrated knowledge of earth resources industries risk management approaches
2. Experience of the coal or broader mining industry, and familiarity with earth resources industry legislation in Victoria
3. Demonstrated ability to contribute to the development of policies, procedures and standards and to prepare recommendations and reports.
4. Communication and interpersonal skills, including the ability to develop positive stakeholder relationships and experience in community and industry engagement.
5. Demonstrated ability to maintain a flexible, positive and professional approach, to cooperate with contractors, work independently when required and as a member of a multi-disciplinary team.

### Desired Experience / Qualifications

- A relevant tertiary degree in fire management, earth resources engineering or natural resource management will be highly regarded.
- Experience in the mining and/or quarrying, industry with a fire management focus.

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### 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.
- 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.
- 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

## POSITION DESCRIPTION

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*.

### 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.

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### 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](http://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](mailto:recruitment@dsdbi.vic.gov.au) / [recruitment@dtpli.vic.gov.au](mailto:recruitment@dtpli.vic.gov.au), where your enquiry will be handled by one of the Recruitment Team.

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