

## POSITION DESCRIPTION

### MANAGER MINE FIRE PREVENTION

The Earth Resources Regulation Branch (ERR) is responsible for regulating the exploration and development of Victoria's extractive, mineral, petroleum and geothermal energy resources and the development of high pressure pipelines. The Branch administers the legislation and regulations to ensure that such operations meet community expectations and legislative standards.

The Manager Fire Prevention provides leadership and guidance to the ERR Branch of the Department of Economic Development, Jobs, Transport & Resources (DEDJTR) on approaches to the prevention, mitigation and suppression of fire in earth resources industry sites.

The position reports to the General Manager, Mine Fire Safety of the Earth Resources Regulation Branch.

#### 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:	Manager Fire Prevention
Position Number:	
Classification:	VPS Grade 6
Salary Range:	\$104,523 to \$139,873 + superannuation
Group / Division:	Agriculture, Energy & Resources / Regulation and Compliance
Work Location:	Traralgon
Employment Type:	Full Time
Tenure:	Ongoing
Further Information:	[Insert position]
Phone:	number
Position Reports To:	[Insert position]

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#### About the Department

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.

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

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Additional information about the DEDJTR can be obtained by visiting our website at [www.economicdevelopment.vic.gov.au](http://www.economicdevelopment.vic.gov.au).

### Agriculture, Energy and Resources

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 Regulation and Compliance Division

This position is within the ERR Branch of the Regulation and Compliance Division, one of three divisions within the Agriculture, Energy and Resource Group.

The **ERR Branch** is responsible for the oversight of the mineral and extractive, petroleum, greenhouse gas geological storage and geothermal industries and also has responsibility for the pipeline industry.

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. Provide leadership to staff in ERR on fire prevention, mitigation and suppression approaches.
2. Analyse and provide authoritative advice to senior management and other staff on current and emerging issues in fire management in an earth resources context to inform policy direction, legislative change and strategy formulation
3. Review and advise on fire management plans and work plans where fire management is addressed
4. Develop and maintain effective relationships with emergency service organisations and in particular the Emergency Management Victoria and Country Fire Authority
5. Represent the Department at public meetings, on technical and legislative committees and before boards of inquiry, tribunals and appeals and liaise and negotiate with a range of senior persons in the public and private sector regarding policy matters
6. Develop effective relationships with key stakeholders, provide advice on fire prevention and mitigation matters to industry and lead the development of education or information programs for staff, industry and the public.

### Key Selection Criteria

1. A comprehensive knowledge of the standards, principles and practices associated with the management of fire prevention, mitigation and suppression in the earth resources industries.
2. Experience in managing fire prevention and suppression services in the earth resources sector or a similar environment
3. Demonstrated ability to manage the development of policies, procedures and standards and prepare recommendations, reports and provide high level advice.

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4. Capacity to quickly assimilate new concepts and information and deliver innovative solutions to complex policy and strategy issues.
5. Highly developed communication and interpersonal skills, including the ability to develop positive stakeholder relationships and extensive experience in community and industry engagement.
6. Demonstrated ability and experience in leading projects and investigations and liaising and negotiating at a senior level within the public and private sector.

### Desired Experience / Qualifications

A Degree in earth science or engineering with training or experience in fire prevention or firefighting is desirable. Experience in risk management or auditing will also be favourably regarded.

### Position specific requirements

This position has the following specific requirements:

- Current Driver Licence.
- This position has a requirement to work shift work or out of hours work which will involve evening or weekend work including occasional overnight travel.
- This position has a requirement to travel.

### 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 mandatory Professional Obligations training.

The training provides clarity to employees on:

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- 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, Gifts and Benefits
- 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 people 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, access to a subsidised gymnasium, 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 programs 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

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achieving work and career objectives through clearly defined roles, development opportunities and performance targets.

### **Balancing Work and Life**

We understand that life balance is an important part of our employees' lives. That's why we have developed and implemented 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](http://www.careers.vic.gov.au). All documents will need 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 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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