

# Position description

## Position details

<b>Position title:</b>	Deputy Chief Fire Officer / Director, Forest and Fire Operations – Grampians
<b>Position number:</b>	50925917
<b>Classification:</b>	Senior Executive Service, Level 1
<b>Salary range:</b>	SES1 - \$216,376 - \$279,238 Total Remuneration Package
<b>Employment type:</b>	Fixed Term – 5 years
<b>Group:</b>	Bushfire and Forest Services
<b>Division &amp; Branch:</b>	Forest Fire Operations Division / Grampians (FFOD)
<b>Work location:</b>	Flexible within Victoria Hybrid work arrangement available: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Reports to:</b>	Adam Saunders – Executive Director, Forest and Fire Operations
<b>Direct reports:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? 9
<b>Further information:</b>	Dean Unkles, Managing Partner, Peter William Partners. Ph: 0433 822 718   Email: dean.unkles@peterwilliampartners.com

## Position purpose

Reporting to the Executive Director, Forest and Fire Operations Divisions / Chief Fire Officer in the Bushfire and Forest Services Group of the Department of Energy, Environment and Climate Action (DEECA), the Deputy Chief Fire Officer (DCFO)/ Director, Forest and Fire Operations is a 'place-based' leader responsible for the design and delivery of forest, fire and emergency management operations, and for supporting the delivery of broader departmental priorities.

Managing a large workforce and with significant budget and asset management responsibilities, the DCFO will be a strategic leader with strong operational and resource management experience. This will be especially important in building a flexible and agile workforce, driving a culture of high performance, innovation and continuous improvement; improving safety performance; and in increasing productivity.

A fundamental tenet of success in this role will be building genuine partnerships and collaborating with land and emergency management agencies, as well as Traditional Owners and other key stakeholders to manage public land for its environmental and recreational values. Through excellent land management practices, the role will lead achievement of DEECA's objective to unlock the public land estate and maximise its ongoing value for the Victorian community.

The DCFO will lead in the delivery of quality fire prevention, preparedness and response operations in the Grampians region that meet the standards and requirements of the Executive Director, Forest, Fire and Operations Divisions / Chief Fire Officer. It will play a leading role in implementing Victoria's risk-based approach to fire management, emphasising that the community must be put first, underpinned by strong partnerships and

improved integration with other land and fire managers, to reduce impacts on people, property, the economy and the environment.

The DFCO will provide a strong, community-centred approach to place-based leadership and service delivery. In partnership with regional and state-wide teams the role will ensure communities are connected to the right information and empowered to make informed decisions. The DCFO will also actively represent DEECA in regional forest, fire and emergency management arrangements.

This is a leadership role within the Bushfire and Forest Services Group. It will shape and influence operational processes and practices in DEECA, forging key partnerships enabling the department to achieve its purpose in securing a liveable and prosperous Victoria.

## Context

### ***The Group***

Bushfire and Forest Services is the public land manager for 3.2 million hectares of State forests, including delivery and maintenance of recreation assets, tourism services and forest health activities, and leads DEECA's works across the state in preparing for and responding to fire and other emergencies, to reduce impacts on people, property and the environment.

Underpinned by our commitment to work in partnership with Traditional Owners, BFS collaborates across government and DEECA to deliver key policies and outcomes in support of communities and industries that use our forests and is directly responsible for recreation policy and service delivery in state forests.

BFS plays a key role in working alongside emergency services under the Victorian Government's 'all communities, all emergencies' operating framework, including to meet DEECA's responsibilities before, during and after an emergency event.

BFS undertakes regulatory functions for timber harvesting, biodiversity, public land use and fire prevention, leads development and advice on forest, fire and emergency management policy, strategy and legislation, and delivers safe and fit-for-purpose capability solutions including statewide assets, equipment, technology and learning, ensuring consistency with the Victorian Government's broader strategic objectives

### ***The Division***

The Forest and Fire Operations Division delivers state forest management operations, and fire management operations on public land, and support regional directorates to deliver priority programs and projects. The division also supports the Chief Fire Officer in leading Forest Fire Management Victoria's command and control arrangements for fire and emergency response and planned burning operations.

The Forest and Fire Operations Division works across the department, Forest Fire Management Victoria partners, and fire and emergency management agencies to support the operational implementation of Safer Together: a new approach to reducing the risk of bushfire in Victoria.

### ***The Region***

The Grampians region covers 4,861,944 hectares from Edenhope near the South Australian border east to Bacchus Marsh. Approximately 220,000 people live across the region.

The region largely encompasses the lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk Peoples and the Wadawurrung People though also includes Country of the Dja Dja Wurrung, Wurundjeri Woi-wurrung, Eastern Maar and Gunditjmara. The rights of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk Peoples have been recognised through consent Native Title determination in 2005 & Recognition and Settlement Agreement (RSA) in 2022. The Dja Dja Wurrung people are recognised through a 2013 Recognition and

Settlement Agreement (RSA). Information and resources about Traditional Owner Agreements and Rights can be found [here](#).

The region encompasses the local government areas of Hindmarsh, Yarriambiack, West Wimmera, Horsham, Northern Grampians, Pyrenees, Hepburn, Moorabool, Golden Plains, Ballarat and Ararat.

The Grampians has different economic characteristics across the region, from the mineral resources and dryland farming areas in the Wimmera Southern Mallee sub-region to the Central Highlands sub-region which is driven by the economy of Ballarat and its proximity to Melbourne. In the Wimmera Southern Mallee, the region is focussing on diversifying its economic base through the agribusiness and mining sectors. In the eastern part of the region, Ballarat is growing its services industries including health, education, professional and ICT services. The region also has a significant manufacturing base.

The diverse geography of mountains, rocky outcrops and desert support native forests, grasslands and unique desert ecology. The region has a total of 1.03 million hectares of public land and is home to the world-renowned Grampians National Park, an ancient landscape attracting large numbers of tourists every year.

DEECA staff manage State forests and public land and work to protect threatened plants and animals.

## Accountabilities

- Provide strong place-based regional leadership, empowering local decision making to deliver positive results for communities and the environment.
- Manage a large and geographically dispersed branch with a significant budget and asset base to deliver high quality forest, fire and emergency management operations and meet departmental priorities across Victoria.
- Drive quality management and operational improvement in forest, fire and emergency management (including planned burning), managing operational risk and leading continuous performance improvement.
- Lead, modernise and strengthen regional capability to meet the changing and ongoing challenges facing forest, fire and emergency management.
- Implement the requirements of the Executive Director, Forest and Fire Operations Divisions / Chief Fire Officer for fire prevention, preparedness and response at the regional and district level, and support coordination and efficient and effective management across the State.
- Build collaborative relationships and foster partnerships with Traditional Owners, land and fire management agencies, other internal and external stakeholders and local communities, including use of customer service feedback from farmers, land owners, rural and regional businesses, local governments and industry groups.
- Provide advice to the Executive Director, Forest and Fire Operations Divisions / Chief Fire Officer to develop solutions to complex forest, fire and emergency management operations while engaging with regional partners and stakeholders.
- Actively support 'all communities, all emergencies' approach to emergency management, and the development of a mobile and flexible workforce to respond to emergencies such as fires and floods or biosecurity incursions and to seasonal programs such as planned burning and compliance actions.
- Lead a safety-first approach where the wellbeing of staff and communities is at the forefront of decision making.
- As an active member of DEECA's Bushfire and Forest Services Group executive leadership team and the 'place-based' leadership team, contribute to the delivery of group and departmental priorities policy development, and to building a high performing workforce that is service-oriented, collaborative, innovative, professional and engaged.
- Ensure the highest ethical standards in the delivery of all of the department's objectives, with a strong commitment to the DEECA values.
- 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.

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## Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

### Specialist/Technical Expertise/Qualifications

- Proven experience in forest/park/land management operations and/or fire/emergency/crisis management
- Proven experience leading large teams in complex operating environments
- Executive level experience, preferably with an understanding of the processes and levers that apply to Government.

### Knowledge and skills

#### Governance and Compliance

- an understanding of high standards of governance, accountability and performance within the Victorian public sector
- avoid bias, discrimination, or self interest in activities that may be or she into disrepute
- experience in managing onus strategic risks and service delivery outcomes

#### Policy Skills:

- building trusting relationships with stakeholders to inform policy development and gain commitment to implementation
- Formulating and communicating public policy options and recommendations, scanning for links and potential implications of proposed policy options
- Keeping up-to-date with a broad range of contemporary issues

#### Influence, negotiation and stakeholder management

- implementing complex strategies to build buy-in and support from key internal clients and external stakeholders
- identifying issues in common for one or more stakeholders and use this to build mutually beneficial partnerships and find innovative solutions to resolve stakeholder issues

#### Strategic Thinking

- collaborating with their peers across the department and work together to translate vision and strategy into actionable goals and deliverable outcomes
- opening up new ways of seeing the strategic issues and of identifying opportunities for reform

### Leadership Capabilities

#### Leadership

- leading the engagement of a high performing, capable and customer focussed workforce and culture
- leading, managing and motivating staff to deliver major outcomes and outputs
- success in communicating a vision that generates enthusiasm and commitment
- recognising and rewarding behaviours that align with the vision
- identifying potential issues and setbacks and guiding teams to optimise outcomes; and model the behaviour expected of others

#### Service Excellence

- encouraging new and different approaches and solutions that will deliver benefits beyond client or stakeholder expectations
- creating a climate of service excellence aligned to government priorities

#### Environmental Scanning

- building awareness and understanding of economic and political trends that may affect the organisation.
- establishing and using references and networks to gather strategic information from local, interstate and overseas sources
- demonstrating an integrated approach to delivering the objectives of the department

- a sophisticated approach to influencing and gaining support for initiatives to deliver on organisational objectives
- building buy-in and support from key internal and external clients or stakeholders

### Collaboration and Influence

- motivated by the opportunity to collaborate with those around them
- developing a shared vision and delivering shared outcomes in complex multi-stakeholder environments

## Position specific requirements

Financial Delegation Value	<b>\$250,000</b> A declaration of Private Interests will be required for positions with financial delegations of >\$20,000
The occupational health and safety requirements of this position may include, but are not limited to:	<ul style="list-style-type: none"> <li>• Sedentary desk work</li> <li>• Field work</li> <li>• Emergency response work</li> <li>• Driving</li> </ul>
DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to:	<p>A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.</p> <p>A satisfactory National Police Check will be required (for all non-DEECA employees).</p>
Employment terms and conditions	<p>Executives are covered by a standard executive contract prescribed by the <i>Public Administration Act 2004</i>.</p> <p>The Victorian Public Service (VPS) <i>Executive Employment Handbook</i> located at <a href="http://www.vpsc.vic.gov.au">www.vpsc.vic.gov.au</a> provides further information about government's policy on employment and remuneration for executives.</p>
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.

## About the Department

We employ more than 6,000 staff, who work from more than 82 locations throughout Victoria, across the portfolios of bushfire & forest services, energy, environment, regions, climate action, first peoples, water, agriculture and resources. Our challenge is to maintain Victoria's liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

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

## Our values

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**.

## Emergency Response and Health and Safety Requirements

The department plays 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.

## A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. 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

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under 'Position Details'.

### 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 Cultural Safety Framework DEECA 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 [self.determination@delwp.vic.gov.au](mailto:self.determination@delwp.vic.gov.au).

### Balancing your Life / Hybrid Working

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au)

## How to Apply

Applications must include resume and a one-page cover letter outlining your expression of interest and expertise relevant for the position. Responses to key selection criteria is not required but may be requested at a later stage of the assessment process.

Documents, attached as MS Word or PDF, are to be submitted via [info@peterwilliampartners.com](mailto:info@peterwilliampartners.com).

If you experience any difficulty in lodging your application, please contact: [info@peterwilliampartners.com](mailto:info@peterwilliampartners.com)

**Queries close:** 5pm AEST Tuesday 29<sup>th</sup> August 2023

**Applications close:** 5pm AEST Thursday 31<sup>st</sup> August 2023

*Peter William Partners have been exclusively retained by DEECA to deliver this executive search. Any unsolicited applications will be redirected to Peter William Partners and managed via the campaign.*