# Department of Energy, Environment and Climate Action

Position Description




## Position Details

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| **Position title:** | Cultural Burn Officer |
| **Position number:** | 50946795 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $92,332 - $104,762 pa plus Superannuation |
| **Employment type:** | Fixed Term until 30 June 2025 |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Forest and Fire Operations, Hume |
| **Work location:** | Flexible within Hume RegionHybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | Regional Fuel Management Coordinator |
| **Direct reports:** | [ ]  Yes [x]  No If yes, how many? |
| **Further information:** | Craig Hore email: craig.hore@delwp.vic.gov.au Phone: 0428 100 333 |

Position Purpose

The Cultural Burn Officer will interface between Forest Fire Management Victoria (FFMVic) and Traditional Owners to support high quality delivery of functions and projects connected to Traditional Owner aspirations for Cultural fire on Country.

The purpose of this role is to support service excellence in delivering effective and efficient provision of Traditional Owner relationship management, priority projects connected to Traditional Owner aspirations for Cultural fire on Country, coordination of Cultural burn development and planning, support for regional partnerships and a high performing culture. Key aptitudes include mapping, communication, planning, organisational skills and self-management. A knowledge of firefighting and required planning would be an advantage.

The Forest, Fire and Regions Group plays a critical role in the delivery of integrated, accessible and high- quality land and natural resource management for Victorians and protection against and management of fires and emergencies. As a large diverse Group, it provides opportunities to make a positive impact on Victoria’s natural environment and communities while offering its employees variety of work and challenges.

Forest, Fire and Regions Group is committed to developing and promoting an organisation that is flexible, agile and innovative. They give staff the tools, development opportunities and responsibility to deliver to high standards and continually improve. The Department cares for the safety and wellbeing of its employees, supports work life balance and champions diversity.

Context

*The Group*

Bushfire and Forest Services manages State forests, coasts and other public land, and delivers integrated, accessible and high-quality programs, projects and services across all DEECA 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 DEECA’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 Forest and Fire Operations Division deliver 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 Branch*

The Hume Region leads and coordinates the planning and delivery of regional forest, fire and emergency management operations to provide environmental, economic and social benefits, and improve the safety of local communities. The Hume Region encompasses 4.2 million hectares with diverse Alpine and Riverine landscapes and includes 1.72 million hectares of public land spread across 12 municipal council areas and 4 DEECA districts.

Accountabilities

* Coordinate and provide high quality services to support the nomination, planning and delivery of traditional burns for the Hume Region, ensuring they run through the Traditional Owner designated process (where one exists) and Joint Fuel Management Program (JFMP) processes.
* Understand and support implementation of the Victorian Traditional Owner Cultural Fire Strategy.
* Work closely with regional and district staff to coordinate implementation of the Traditional Owner fire program, meeting regional and FFMVic expectations and support aspirations and cultural governance of the Traditional owners in this space.
* Assist with the monitoring, evaluation and reporting for the Traditional Owner fire program in partnership with Traditional Owners. Work with the Regional Forest, Fire and Planning Team to ensure appropriate data is collected to allow for a thorough review and analysis of the effectiveness of the burns against their stated objectives and potential improvements to the program.
* Participate in the delivery of Cultural burns where appropriate and other fuel reduction burns.
* Work with Regional Training and Capability team and Traditional Owners to ensure appropriate training is developed and delivered.
* Represent FFMVic with other agencies and legislative bodies i.e. Local Government, Committees of Management, CFA and other land managers.
* Ensure Departmental and group business management requirements are met in accordance with legislative, policy and procedural requirements.
* Identify emerging issues, risks and trends impacting on the successful achievement of objectives and priorities and develop solutions and options.
* 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.

Key Selection Criteria

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

**Specialist/Technical Expertise/Qualifications**

* An appropriate qualification in science, natural resource management or equivalent experience would be desirable, but is not required.
* Knowledge and understanding of land and fire management in Victoria including a working knowledge of fire planning processes.
* A sound knowledge of Victorian Traditional Owner groups, as well as the Victorian Traditional Owner Cultural Fire Strategy.
* Demonstrated experience on working effectively with Aboriginal people and the ability to communicate sensitively on cultural safety matters.

**Capabilities**

* Outcomes thinking
	+ Establishes mechanisms to monitor impact of work on the community.
	+ Ensures team/ organisation’s operating and delivery model is designed in ways that creates a positive impact on community.
* Critical thinking and problem solving
	+ Takes into account wider business context within business unit when considering options to resolve issues.
	+ Identifies recurring problems and prevents future recurrence by integrating solutions into work process.
	+ Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.
* Project delivery
	+ Defines tasks to be delivered to meet agreed outcomes.
	+ Coordinates and guides others in the execution of work activities.
	+ Monitors progress of tasks against plans and takes corrective action when required.
* Working collaboratively
	+ Guides others to create a culture of collaboration.
	+ Identifies, and works to overcome, barriers to knowledge or information sharing.
	+ Identifies opportunities to work with other teams to deliver outcomes.

Position Specific Requirements

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| Designated Aboriginal Position | This position is designated under s.12 Special Measures of the Equal Opportunity Act 2010 for Aboriginal and/or Torres Strait Islander people. Interest applicants will be asked to supply a completed confirmation of Aboriginality Form or copy of a past completed form. Only Aboriginal and/or Torres Strait Islander people are eligible to apply. |

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| Financial Delegation Value | $0 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: | * Sedentary desk work
* Field work
* Manual handling
* Use of hazardous substances
* Emergency response work
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| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to:   | A Declaration and Consent form consenting to DEECA 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-DEECA employees).This position has a requirement to work shift work or out of hours work will be required that will involve evening or weekend work including occasional overnight travel. |
| 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 applyNon-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. |

About the Department

We employ more than 6, 500 staff, who work from more than 82 locations throughout Victoria, across the portfolios of energy, environment, climate action, 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 align with the core [Public Sector values](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of ‘Work Together’, ‘Do What Matters’ and ‘Make a Difference’ we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what’s important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

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.

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@deeca.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@deeca.vic.gov.au