

Position Description



Department
of Transport
and Planning

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| Position title: | Senior Impact Assessor |
| Position numbers: | 70014431 |
| Group: | Planning and Land Services |
| Division | State Planning |
| Classification: | VPS Grade 5 |
| Employment type: | Ongoing, full-time |
| Position reports to: | Manager, Impact Assessment |
| Usual Place or Places of Work: | 1 Spring St, Melbourne - Flexible |
| Position contact: | Geoff Ralphs, E: geoff.ralphs@transport.vic.gov.au T: (03) 9935 4193 |

ROLE PURPOSE

About Us

The Department of Transport & Planning brings together all transport modes to design, plan, build and operate Victoria's transport system. Our job is to further integrate the transport network and improve the delivery of services to Victorians for simpler, quicker and safer journeys that connect people and places and support Victoria's prosperity and liveability.

We're focused on outcomes that deliver more choice, connections and confidence in our travel, ensuring the whole transport network works as one to deliver better services and outcomes.

The Department is committed to building a culture where we say 'yes' to flexible work arrangements, provide personal and professional development programs and support ways of working that help employees balance work and life.

The Department is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds, including veterans, people who identify as Aboriginal and Torres Strait Islander, have a disability, are from varied cultural backgrounds and those who identify as LGBTIQ+. The Department provides workplace adjustments for applicants with disabilities.

Planning and Land Services is a Group within the Department of Transport and Planning, and is responsible for a number of significant Statutory Authorities and Administrative Offices, including Land Victoria, ranging

in size, complexity and core functions. It encompasses the state's planning, building and heritage systems, including developing and administering statutory planning responsibilities and facilitating development.

State Planning Assessment and Facilitation is a division responsible for key deliverables in environmental impact assessment, significant state projects, priority development projects and development assessment and facilitation, servicing proponents and supporting progress through planning pathways and approvals.

Impact Assessment Unit is responsible for administering the statutory environmental impact assessment (EIA) system for major projects in Victoria, in particular the *Environment Effects Act 1978* (EE Act) and Bilateral Agreement with the Commonwealth under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). This supports the Minister for Planning and government to make timely, informed assessments and decisions, and proponents to evaluate and refine their proposals efficiently in the context of effective EIA and stakeholder input. At a practical level, the unit manages processes ensuring integrated, robust assessment of impacts, works with agencies to elicit inputs, ensures a coordinated approach and provides governance for statutory compliance.

About the Role

The Senior Impact Assessor will play a key role in assessment and approvals processes for significant and complex projects, including energy projects. The role is responsible for project management of statutory environmental impact assessment processes for such projects, including delivery of high-quality advice and outputs in collaboration with a range of government stakeholders.

The Senior Impact Assessor will work with others across an agile and multi-disciplinary work environment, delivering robust and timely environmental assessments under Victorian and commonwealth legislation, as well as coordinating and interfacing with statutory approval processes.

Integral to this role is effective project management and a high level of collaboration with internal and external stakeholders, utilising effective partnerships and working relationships to resolve issues.

POSITION OUTCOMES

- Provide technical expertise in environmental impact assessment (EIA) and related statutory processes, including for energy projects, to help ensure timely and sound advice and decision-making.
- Effective project management of EIA processes and outputs under the EE Act and the EPBC Act Victorian Bilateral Agreement, and coordination with other statutory processes and associated stakeholder engagement.
- Build good working relationships with project proponent, stakeholders, including internal, agency and community stakeholders, to advise on EIA, as well as support and guide other IAU team members.
- Provide sound, timely and well-evidenced high-quality written and verbal advice to management and executives, including reports on complex issues and solutions for impact assessment, cognisant of the policy, political and legal context.
- Contribute to the development and refinement of the department's processes, systems, frameworks and best practice guidance related to EIA, approvals, monitoring and compliance, in line with departmental or government practices and standards.

- Successful delivery of work and outcomes, demonstrating a commitment to a workplace culture that is consistent with the organisational values and behaviours.
- Work flexibly and collaboratively across the business to deliver business unit, group and organisational priorities and initiatives as required.
- In line with Section 31A of the Public Administration Act 2004 (Vic) other duties may be assigned consistent with employment classification, skills, and capabilities.

KEY SELECTION CRITERIA

KNOWLEDGE AND SKILLS

- **Project Delivery:** Translates strategies into management of projects that enables achievement of outcomes required; defines governance e.g. success measures, roles and responsibilities, progress monitoring required to effectively manage risks and maximise probability of success.
- **Communication:** Identifies key messages and information required for decision making; provides advice on influencing and the needs of target audiences; provides advice on the content and style appropriate for audience.
- **Influence and Persuasion:** Develops long-term & multi-phased plans to influence others; implements complex strategies to build buy-in from key internal & external clients/stakeholders; effectively negotiates with clients/stakeholders to achieve desired outcomes.
- **Stakeholder Management:** Identifies and manages a range of complex and often competing needs; Facilitates innovative solutions to resolve stakeholder issues; works collaboratively with a wide range of stakeholders often with competing agendas.

QUALIFICATIONS AND EXPERIENCE

MANDATORY

- A relevant tertiary qualification and demonstrated depth of technical expertise and experience in environment impact assessment (EIA) and related environmental approval processes.
- Proven skills and experience in effectively project managing and delivering complex EIA and approvals processes for complex or significant projects under relevant legislation, proactively developing solutions to a wide range of project risks.

ROLE SPECIFIC REQUIREMENTS

- Driver's License

OTHER RELEVANT INFORMATION

Public Sector Values



At DTP, we are committed to building a safe, inclusive and high performance culture through shared actions and behaviours - aligned to our strategy and direction, that empowers our people to deliver on our goals in a constructive way.

At DTP we uphold the Public Sector Values which are reflected in the VPS code of conduct.

Emergency Response Requirements

The department plays a major role in Victoria's emergency response activities, biosecurity incursions and compliance actions. Employees can be directly employed for these roles or may be called upon to support these activities as required following appropriate training and suitability assessment.

Mobility

The work required of a modern career public service is not static but always changing, due to factors such as new government priorities, population growth, the pace and scale of technological advancement, changing community service delivery expectations and the need to respond to evolving complex public policy problems or crises.

Embracing these changing priorities and acknowledging employees can be responsively deployed to support changing government priorities is essential to providing secure, flexible employment in the public service.

The Department may, at any time, exercise its rights under s.31A of the *Public Administration Act 2004* (Vic) (PAA) and the applicable enterprise agreement, for example, to deploy the employee to support changing government priorities.

Employment Conditions

Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa necessary for the nature of the position.

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 six months.

All new appointments to the department will be subject to a National Criminal Records Check, Misconduct Screening, and a Qualification Check where there is a requirement for a mandatory qualification.

Employees are covered by the *Victorian Public Service Enterprise Agreement*. The collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

Working with the department presents a wide variety of opportunities, with a 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 efficient and safe travel for all Victorians. Some of the benefits that we offer you include:

Safety, Health and Wellbeing

The department is committed to providing safe, healthy and workplace for all its people, including contractors and visitors. DTP reinforces its safety focus through embedding expectations of its leaders and people to support health and safety outcomes for all and compliance with all relevant health and safety laws (including the Occupational Health and Safety [OH&S] Act 2004 and its associated regulatory codes)

Flexibility to balance work and life commitments

Working together we can shape our future workplace and workforce to enable us to thrive in the hybrid working environment. The VPS Flexible Work Policy and DTP's Flexible Work Guidelines are the fundamental planks of our hybrid working strategy, enabling everyone to seek flexible work arrangements. In consultation with managers, employees are able to balance individual preferences with the needs and obligations of colleagues and the organisation. A key focus is the move to a default starting point of employees working three days per week in an office, instead of five. The nature and scope of the flexible options will depend on the requirements of the position.

Learning and Development

We want you to grow, develop and learn with us. The department 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. The department also supports relevant study via negotiated financial assistance and leave provisions for approved courses.

Inclusion & Diversity

The department aims to create a workforce that reflects the community, customers, and stakeholders we serve, and advance an inclusive workplace culture that values and optimises the contributions and talents of its diverse workforce. The department delivers a number of inclusion and diversity initiatives, including an all-inclusive employee resource group and specific working groups, inclusion and diversity training, and tailored programs and support for employees.