# Department of Energy, Environment and Climate Action

Position Description





[deeca.vic.gov.au](file:///C:/Users/fionadurante/Downloads/deeca.vic.gov.au)

## Position details

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| **Position title:** | Principal Solicitor, Legislation |
| **Position number:** | 50966403 |
| **Classification:** | VPS 6 |
| **Salary range:** | $138,631 – $185,518 pa plus Superannuation |
| **Employment type:** | Fixed Term – 18 months |
| **Group:** | Corporate Services |
| **Division & Branch:** | Legal and Legislation / Legislation |
| **Work location:** | 2 Lonsdale Street, Melbourne  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Catherine Atkinson, Managing Principal Solicitor Legislation |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Catherine Atkinson, Managing Principal Solicitor Legislation [catherine.atkinson@deeca.vic.gov.au](mailto:catherine.atkinson@deeca.vic.gov.au) |

Position purpose

The Principal Solicitor, Legislation (or Principal Legislation Officer), works as part of a highly skilled legal team in the Department of Energy, Environment and Climate Action (DEECA), working closely with the department’s eight groups, Resources Victoria and Solar Victoria to support the delivery of priority policy initiatives, programs and operations to the Victorian community in a way that both optimises success and minimises and mitigates risks for government.

A focus for the role is to provide legal and legislation services relating to the Victorian Energy Upgrades Program, the review of that program, and the *Victorian Energy Efficiency Target Act 2007* and regulations/instruments under that Act.

The Principal Solicitor, Legislation, reports to the Managing Principal Solicitor, Legislation, and is responsible for the development and delivery of a range of legislation projects across the department working with a team of legislation staff who operate in partnership with policy areas to develop quality, fit for purpose legislation to deliver government’s policy agendas as part of one Legal and Legislation Division. The role plays a lead role in contributing to the success of DEECA through providing authoritative advice to senior management and staff on a diverse range of legislation related, legal and legal policy issues with a focus on collaboration and service excellence, including capacity for providing authoritative legal advice such as on statutory interpretation, legislative reform and legal instruments.

The candidate for this position will need to be an experienced leader and strategic thinker who is highly organised with excellent project management, conceptual and analytical skills, technical knowledge of legislative frameworks, problem solving skills and a proven ability to build strong relationships and partnerships.

Context

*The Group*

Corporate Services comprises six divisions: Legal and Legislation, Digital and Customer Communications, Finance Infrastructure and Procurement Services, Information Services, People and Culture, and Strategy and Performance. Each deliver services and expert advice that enables the department to be a sustainable, vibrant and efficient organisation.

*The Division*

The Legal and Legislation Division partners with groups across DEECA to optimise success, minimise risk and deliver on government objectives through the provision of expert legal advice on department priorities, the development of legislation, and the provision of prosecutions and freedom of information management. The Division also supports whole of department legal procurement, supports the management of litigation and provides efficient systems for managing transactional legal work.

The Legal and Legislation Division supports staff development and work is allocated across the Division. Team members are expected to develop and utilise skills in other practice areas and staff may be asked to undertake work for other teams or branches within the Division according to priorities.

*The Branch*

The Legislation Branch leads and coordinates DEECA’s portfolio legislation program including Bills, regulations and legal instruments, providing legislative advice, working in partnership with policy areas to develop quality, fit for purpose legislation to deliver government’s policy agendas as well as working in partnership with the Legal Branch in the delivery of legal advice and litigation for the Department. DEECA’s legislation program spans a range of issues across its portfolio responsibilities, including energy and resources, environment, climate action, water, forests, agriculture, fire and emergency management, Aboriginal self-determination reform.

Accountabilities

* Develop and lead the delivery of portfolio legislation, regulations and legal instruments alongside relevant policy divisions including drafting and reviewing Cabinet submissions and Ministerial briefings, drafting instructions for Bills, regulations and legal instruments, and support for Parliamentary debate and supervising junior staff.
* Work with the managers in the Legislation Branch to lead and support the effective management of resources and prioritisation of work to ensure delivery of agreed work programs and to build capability across the teams.
* Working in partnership with the Legal Branch in the delivery of legal advice and litigation for the Department, contribute to the provision of authoritative legal advice on issues relevant to the Department’s portfolio including in the areas of administrative law, commercial matters, energy and resources law, environment law, climate change law, water law, agriculture law, public land (including Crown land) use and development, natural resource management as well as fire and emergency management.
* Supervise and mentor more junior lawyers within the team and within Legal and Legislation Division more broadly.
* Promote the design and delivery of best practice legislation across the Department and manage risk effectively though quality assurance processes in the delivery of legislation, including authoritative legal advice on statutory interpretation, legislative reform and legal instruments.
* A focus for the role is to provide legal and legislation services relating to the Victorian Energy Upgrades Program, the review of that program, and the *Victorian Energy Efficiency Target Act 2007* and regulations/instruments under that Act.
* Demonstrate excellent leadership and teamwork behaviours and promote DEECA’s values and behaviours.
* Act as an ambassador for the department’s Corporate Services Group through working with excellence in customer service, collaboration and relationship building and support divisional capability building, reporting and knowledge management through habitual and reliable file and information management practices.
* 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**

* A law degree
* An Australian lawyer holding or eligible to hold an Australian practising certificate under the Legal Profession Uniform Law (Victoria) will be considered favourably but is not essential.
* Comprehensive knowledge and experience in developing and delivering legislation and regulations.
* Demonstrated experience in providing legal advice on any of the following areas of law would be highly regarded but is not essential: administrative law, agriculture, climate action, emergency management, energy and resources, environment, public land, and water.
* Demonstrated experience in providing legal advice on energy and climate programs and regulation or tradeable financial instruments would be highly regarded but is not essential.

**Capabilities**

* **Critical Thinking and Problem Solving:** Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions. Applies critical thinking and problem-solving concepts in the right context.
* **Influence and Persuasion:** Consistently adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections; Applies own ideas by linking them to others’ values, needs & goals.
* **Working Collaboratively:** Build a supportive and cooperative team environment; Engages other teams to share information in order to understand or respond to issues; Support others in challenging situations.
* **Stakeholder Management:** Takes steps to add value for the client or stakeholder; Links people with other areas as appropriate; Monitors client and stakeholder satisfaction; Constructively deals with stakeholder issues.

Position specific requirements

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| Financial Delegation Value | Nil |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work * Emergency response work |
| 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). |
| Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act* *2004.*  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 |
| 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 approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

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](mailto: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](mailto:customer.service@deeca.vic.gov.au)