# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Ministerial Services Adviser |
| **Position number:** | 50940488 |
| **Classification:** | VPS4 |
| **Salary range:** | $97,955 - $111,142 + superannuation |
| **Employment type:** | Ongoing - Flexible |
| **Group:** | Corporate Services Group |
| **Division & Branch:** | Strategy and Performance – Ministerial Services |
| **Work location:** | Melbourne CBD  Hybrid Work Arrangement available: Yes  No |
| **Reports to:** | Manager Ministerial Services |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Michele Murphy 0407 321 239 |

Position purpose

The focus of the role is to provide a primary point of contact for departmental staff seeking advice on ministerial protocols and preferences relared to written communication. By anaylsing feedback and messaging from Departmental Liaison Staff the occupant distils and disseminates crucial information to ensure the department meeets Ministers expectations.

Core activities of the role include managing a quality assurance function while empowering lead authors to refine their writing skills. Additional activities supporting these continuous improvement aimes include a coordination role the deliveryof the department’s ministerial writing training and maintaining the Branch writing guide and related guidance material.

Context

***The Group***

The Corporate Services group within DEECA enables good governance, delivers efficient and effective services that meet customer needs, and partners to deliver the DEECA Strategic Framework. We provide a whole-of-department and a whole of Government view by using and sharing insights, data and business intelligence to inform decision making across the department.

***The Division***

The Strategy and Performance Division identifies emerging policy matters, reviews departmental strategies, and advises on long term strategic options to meet Government and departmental outcomes. The division also leads corporate strategy and uses business intelligence to guide the department’s forward planning and priorities. Our work is focussed on delivering strong One-DEECA outcomes in everything we do.

***The Branch***

The Ministerial Services Branch coordinate timely and high quality ministerial and secretarial correspondence, briefings, parliamentary question responses and possible parliamentary questions.

The Branch provides ministerial support services including Departmental Liaison Officers, ministerial overseas travel arrangements and the development, communication in interpretation of protocols

Accountabilities

* Develop and promote a clear writing culture in the department to meet the expectations of Ministers and the Secretary
* Liaise with ministerial offices and the Office of the Secretary to identify and communicate specific requirements, style or formatting preferences to departmental staff
* Maintain the department’s guide to writing for Ministers and the Secretary and support and enhance the quality of briefings and correspondence prepared for consideration by Ministers and the Secretary
* Perform a quality assurance function from a style guide perspective
* Support the Manager Ministerial Services to assist with project work across the branch as required
* 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
* Ability to be flexible and agile in the workplace to ensure delivery of then highest priority programs

Key Selection Criteria

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

**Specialist/Technical Expertise/Qualifications**

* A sound knowledge of government, an understanding of ministerial and parliamentary processes and the role of the VPS in supporting government
* Highly developed written skills, with the ability to apply plain English principles to ensure consistent standards in ministerial and secretarial documents, including developing writing guides, reference material and other communication skills for departmental staff
* Experience in preparing documents (briefs, reports etc) that require an integrated approach and broad consultation

**Capabilities**

* **Communicate with Impact** – Uses various communication media to convey information, ideas, and insights in ways that maximise understanding of key messages: Posses good written and verbal communication skills
* **Customer Focus** – Understand customer need. Apply skills knowledge and experience to deliver high impact services that address those needs
* **Systems Thinking** – Consider the wider context, break complex topics or situations into smaller parts to gain better insights and inform actions required
* **Interpersonal Skills** – Recognise and regulate one’s emotions; understands interests and emotions of others achieve best outcomes possible in an authentic manner

Position specific requirements

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| Financial Delegation Value | N/A |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk 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)