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October 2025

Candidate briefing

**DEPARTMENT ENERGY,
ENVIRONMENT AND CLIMATE
ACTION**

Regional Director Port Phillip – Planning
and Environment Assessment

Role

Title	Regional Director Port Phillip – Planning and Environment Assessment
Classification	Senior Executive Service Level 2 (SES2)
Salary range	\$290,601 - \$419,000 Total Remuneration Package
Employment type	Up to five years
Group	Regions, Environment, Climate Action and First Peoples
Division & Branch	DEECA Regions, Port Phillip Regional Directorate
Work location	Flexible within Victoria (Hybrid)
Reports to	Executive Director, DEECA Regions
Direct reports	Up to 6

Position purpose

Reporting to the Executive Director, DEECA Regions, the Regional Director provides a strong, community-centred approach to place-based service delivery to meet departmental priorities to one of the six regions: Barwon South West, Gippsland, Grampians, Loddon Mallee, Hume and Port Phillip.

The Regional Director builds and maintains key senior stakeholder relationships in the region on behalf of DEECA including with state government agencies, portfolio entities, local Government authorities, Traditional Owner Corporations, land managers and local stakeholder and community groups. The Regional Director is the key Executive DEECA contact for the region and holds lead responsibility for ensuring policies, projects and programs developed across DEECA are implemented successfully at place, aligned to the DEECA Community Charter.

The Regional Director, will have responsibility for leading two core delivery teams in the region overseeing public land services and strategic stakeholder partnerships at place and the establishment and ongoing development, delivery, and evaluation of one of seven statewide portfolios.

As a critical member of the Regions, Environment, Climate Action and First Peoples (RECAFP) Group's Senior Leadership Team, the role will work collectively to shape and influence local processes and practices in DEECA, forging key partnerships that enable the department to achieve its purpose in securing a liveable and prosperous Victoria.

The role leads and champions a safe, inclusive and connected regional culture that is high-performing and sustainable, ensuring excellence in operational and budget management, program delivery and service to stakeholders and community.

The role requires highly developed leadership skills, with a substantial record of achievement and exercising sound judgement, ideally within the region. You regard your political acumen and interpersonal skills as key strengths and enjoy the challenges and rewards which come from leading a high-profile portfolio and building trust and credibility with Ministerial offices and the community. You

will be committed to innovation in service delivery and to creating workplace cultures that are collaborative and supportive. You will have experience in managing multiple perspectives when assessing and aligning strategic priorities for the department and community and will be comfortable working in a fast-paced environment and operating effectively in an environment of change and ambiguity.

Context

The Group

The Regions, Environment, Climate Action, and First Peoples Group (RECAFP) is the home of DEECA's expertise on climate action, the circular economy, environment protection and the management of natural and built assets on public land across Victoria. The RECAFP Group provides advice to the Victorian government on the policy settings, programs and initiatives which will further the implementation of DEECA's state-wide objectives in the environment and climate action portfolios.

Through its network of regions, the RECAFP Group provides integrated, place-based design and delivery of programs, projects, and services across departmental portfolios. It is also responsible for leading DEECA's self-determination reform agenda with a particular focus on developing cultural capability, creating a culturally safe working environment, and improving employment opportunities for Aboriginal Victorians across the department.

Working across DEECA, with portfolio agencies, regional communities, service delivery partners, other external stakeholders and ministers the RECAFP Group supports the delivery of services and outcomes for government and Victorian communities.

The Division

DEECA Regions Division enables government priorities by delivering integrated, place-based programs, projects and regional services to stakeholders and community on behalf of DEECA.

The Division delivers across six regions - Port Phillip, Barwon Southwest, Grampians, Loddon Mallee, Hume and Gippsland. The Executive Director, DEECA Regions provides strategic and operational oversight to the six regions, supporting a one-DEECA, coordinated approach to planning and delivery.

The Division includes two core teams in each region overseeing public land services and strategic stakeholder partnerships at place and seven statewide portfolios:

- Wildlife and Landscape Protection (led by Gippsland Region)
- Biodiversity Impact Assessment (led by Loddon Mallee Region)
- Land Management (led by Hume Region)
- Planning and Environmental Assessment (led by Port Phillip Region)
- Environmental Investments and Programs (led by Grampians Region)
- DEECA Recovery Coordination and Coastal Operations (led by Barwon South West Region)
- Strategy and Service Delivery (led by the Office of the Executive Director DEECA Regions)

The Team

Planning and Environment Assessment

The **Planning and Environment Assessment statewide portfolio** manages the environment portfolio's cases for Ministerial referrals under various legislation. With a primary focus on renewable energy

projects, state-led initiatives such as roads and transport, and place-based proposals overseen by local councils, our work aligns with the highest priorities of both the department and the government.

The branch operates in close collaboration with Planning colleagues at the Department of Transport and Planning, fostering internal partnerships with the Energy and Biodiversity teams. The branch comprises five dynamic teams, each with distinct focuses: Energy, State and Major Projects, DEECA Planning Services, Housing and Improvement and Reform.

Accountabilities

- Strategically position the Region to shape and adapt to the future and collaborate across DEECA, with Ministers, agencies and stakeholders to deliver high-quality customer-based outcomes for the community.
- Provide strategic advice to the Executive Director, DEECA Regions and Deputy Secretary, RECAFP on current and emerging government policy and proactively navigate the political content, shaping and maintaining relationships with Ministers, and key stakeholders.
- Lead the implementation of change initiatives and enable the achievement of outcomes by identifying and removing potential barriers to implementing customer-based services for the community.
- Lead the development and embedding of the statewide portfolio delivery model within the region.
- Maintain an understanding of key issues across all portfolios, enabling strategic planning that aligns with government priorities and ensures the delivery of measurable outcomes that directly address those priorities.
- Provide strategic leadership by adopting a holistic approach to issues management, ensuring that all decisions and actions consider the broader organisational context.
- Identify interdependencies and foster a culture of collaboration to effectively address complex challenges and drive sustainable outcomes.
- Effectively engage stakeholders, including the community, local government and other key organisations, and demonstrate high levels of collaboration, communication and responsiveness to resolve local issues and ensure DEECA is enabling government priorities at place.
- Build a strong service excellence reputation for DEECA and the Victorian Government more broadly within the region.
- Embed the organisation's vision, strategy and values within the region and collaborate with meaning as a member of the RECAFP's Senior Leadership Team to deliver on DEECA's corporate objectives.
- Apply strong fiscal management, strategic planning and evaluation processes to deliver results and optimise workforce and financial resources across the region.
- Represent the department externally, including State and national decision making and policy forums and contribute to the direction of high-level working parties and committees.
- Drive a culture of integrity and innovation in service delivery outcomes for customers and stakeholders through cross agency and sector collaborations.
- 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

- Experience as a senior leader with a proven record of success working in a large, complex organisation and leading change management and improvement initiatives, ideally within the region
- Experienced in working closely with community groups, Ministers and/or multiple stakeholders and an understanding of the processes and levers that apply to Government is highly desirable.

Capabilities

Leadership:

- The successful candidate will have experience in leading the engagement of a high performing, capable and customer focused workforce and culture; Lead, manage and motivate staff to deliver major outcomes and outputs; Success in communicating a vision that generates enthusiasm and commitment; recognises and reward behaviours that align with the vision; Demonstrated ability to identify potential issues and setbacks and guide teams to optimise outcomes; and model the behaviour expected of others.

Service Excellence:

- The successful candidate will demonstrate experience in encouraging new and different approaches and solutions that will deliver benefits beyond client or stakeholder expectations and creates a climate of service excellence aligned to Ministerial and government priorities.

Influence and Negotiation and Stakeholder Management:

- The successful candidate will be experienced in implementing complex strategies to build buy-in and support from key internal clients and external stakeholders, an ability to identify issues in common for one or more stakeholders and use this to build mutually beneficial partnerships and find innovative solutions to resolve stakeholder issues.

Environmental Scanning:

- The successful candidate will build awareness and understanding of economic and political trends that may affect the organisation. They will establish and use references and networks to gather strategic information from local, interstate and overseas sources. The successful candidate will demonstrate an integrated approach to delivering the objectives of the department. They will have a sophisticated approach to influencing and gaining support for initiatives to deliver on organisational objectives. They will have a track record of building buy-in and support from key internal and external clients or stakeholders.

Strategic Thinking:

- The successful candidate will make a material contribution to the department's strategy. They will collaborate with their peers across the department and work together to translate vision and strategy into actionable goals and deliverable outcomes. The successful candidate will have a track record of opening up new ways of seeing the strategic issues and of identifying opportunities for reform.

Position specific requirements

Financial Delegation Value	\$500,000 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
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 <i>Victorian Public Service Enterprise Agreement 2020</i> and the <i>Public Administration Act 2004</i>. 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

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

DEECA's values are the foundation of their culture and guide how they work together, with ministers, stakeholders, partners and the community, their values are **Teamwork, Service Excellence, Ownership and Wellbeing & Safety**.

How to Apply

The department is partnering with **SHK Asia Pacific** on this search. Applications are to be submitted online by visiting <https://www.shk.com.au/job-results>, scroll to the job advertisement/application point for access to information and to apply.

Submit your CV (in Microsoft Word format, no more than five pages) and a concise cover letter (one page), broadly addressing your proposition for the role. You are not required to separately address the Key Selection Criteria. Your CV (résumé) must demonstrate achievements commensurate with this Candidate Brief.

All documents are to be submitted via the **SHK application portal**, applications that are emailed cannot be accepted. Direct and third-party applications will be forwarded to SHK.

If you wish to be considered for **multiple Regional Director roles**, please indicate at the beginning of your cover letter and apply to your preferred role. You only need to **submit one application**.

For more information, please contact Nick Ward-Ambler, Associate, SHK at nick.ward.ambler@shk.com.au or on 0499 859 518.

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 the treatment of all applicants. Their diversity and inclusion outcome pillars:

1. To be connected to liveable, inclusive, sustainable communities
2. To be diverse
3. To be inclusive and flexible
4. To be safe and respectful

We can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please contact **Nick Ward-Ambler, Associate, SHK** at nick.ward.ambler@shk.com.au.

Aboriginal Cultural Safety

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything DEECA does. 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.

Balancing your Life / Hybrid Working

DEECA understands that a balanced life is important to employees and offers 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 their flexible working policy.