

Policy Officer

- Are you a self-starter with excellent written communication skills?
- Do you have experience in the development of policy, governance and project management particularly in a planning or a building related field?
- Opportunity to apply your tertiary qualification in law, public policy, economics or related discipline
- Work collaboratively as part of a high-performing team to contribute to the delivery of key policy projects in relation to Victoria's building and plumbing systems
- Reporting to the Director, Building Policy Program and Governance
- Dynamic work environment
- Flexible and supportive team
- Opportunity to influence and make a difference
- Fixed term until 30 June 2022, flexible
- Melbourne CBD location, close to Parliament Railway Station

About the role

The Policy Officer will work as part of a high-performing team to contribute to the delivery of key policy projects in relation to Victoria's building and plumbing systems. Working in a dynamic environment, the role will contribute to a number of projects designed to improve building outcomes for the industry, practitioners and consumers. This includes supporting the development of policy options, preparing briefings and correspondence for Ministers and executives, working across a wide range of government, industry and consumer stakeholders.

- Contribute as part of a team to support the development, review and evaluation of complex and innovative regulatory options
- Contribute to the development of policy initiatives that deliver the government's priorities for the building and plumbing industry and the architectural profession in Victoria.
- Maintain effective relationships and work collaboratively with colleagues, the Department's executives and internal and external stakeholders to support government and business unit priorities.

About the Department

The Department of Environment, Land, Water and Planning (DELWP) brings together Victoria's planning, local government, environment, energy, suburban development, forests, emergency management, climate change and water functions into a single department to strengthen connections between the environment, community, industry and economy. It is tasked with ensuring that Victoria has the right conditions to enable economic growth, while delivering liveable, inclusive and sustainable communities.

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and delivering services to Victorian communities. All jobs can be worked flexibly and we encourage job applications from Aboriginal people, people with disabilities, young people and people from culturally diverse backgrounds.

Specialist/Technical Expertise

- Experience in the development of policy, governance and project management particularly in a planning or a building related field, is desirable.
- A tertiary qualification in law, public policy, economics or a related discipline is desirable.

This is a fixed term position until 30 June 2022.

To be considered for this position, your application should include a supporting statement demonstrating that you meet the key selection criteria and any requirements specified in the position description.

For further information on the role, please refer to the position description attached to the advertisement on the Victorian Government Careers website.

For a confidential discussion on the role, please call **Yvette Baker, Acting Manager Governance on (03) 9637 8398.**

To apply online and for further information on position description and selection criteria visit

www.careers.vic.gov.au

Applications close at 11:59 P.M. Thursday, 12 September 2019.