

# Senior Planning and Performance Officer (Solar Victoria)

**Location: 150 Lonsdale Street**

**Salary: \$98,396 to \$119,052 + super.**

**Position No: 50935637**

- **Do you have project management experience?**
- **Are you a strong communicator?**
- **Melbourne or Morwell**

The Senior Planning and Performance Officer works across all branches to coordinate a range of project and service monitoring and reporting initiatives.

*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.*

The Senior Planning and Performance Officer will lead the development and delivery of project management, governance and reporting requirements, ensuring they meet all DELWP corporate requirements in a timely and streamlined manner. They will also co-ordinate and deliver training to Solar Victoria program managers in DELWP project reporting system(s). To be successful in this role, the incumbent needs to be well organised, have experience in co-ordinating corporate performance reports meeting tight deadlines and lead business planning. The incumbent will be proficient in finding solutions, providing continuous improvement and build staff acumen in all facets of project planning, management and reporting.

## Specialist/Technical Expertise

- ✓ Demonstrated experience in designing, leading and implementing business planning at a Group and or Divisional level.
- ✓ Demonstrated experience in designing and creating exceptional reports from a range of data sources that provide meaningful information.

This is a fixed term position until February 2021.

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

DELWP will conduct relevant and required checks about applicants and the information provided with an application. Such checks will include but are not limited to:

- A Statutory Declaration and Consent form consenting to DELWP 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-DELWP employees).

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

**[www.careers.vic.gov.au](http://www.careers.vic.gov.au)**

**Applications close at midnight 4th March 2020**