

# Position Description



**GREAT OCEAN ROAD**  
COAST & PARKS AUTHORITY

<b>Position title:</b>	Coastal Operations Coordinator
<b>Classification:</b>	Level 7
<b>Status:</b>	Full time, permanent
<b>Location:</b>	Port Campbell or Apollo Bay, Victoria
<b>Approved:</b>	Coastal Operations Manager – January 2025

## **About the Great Ocean Road Coast and Parks Authority**

The Great Ocean Road Coast and Parks Authority (the Authority) was established on 1 December 2020 to deliver better protection and management of the iconic coast and parks of Victoria's Great Ocean Road.

In partnership with Traditional Owners, our role is to manage, protect, rehabilitate and foster resilience of the natural, cultural and heritage values of coastal Crown land and marine waters along the Great Ocean Road.

As a public land manager for the Great Ocean Road coast and parks, we manage a wide variety of public land from National Parks to coastal beaches to town foreshores. We also lead visitation policy and planning for the scenic landscapes along the Great Ocean Road to manage visitation and provide a great visitor experience.

All revenue raised through our commercial endeavours is reinvested into the coast to ensure the Great Ocean Road region can be enjoyed now and for generations to come.

## **About the Coastal Operations Team**

Our Coastal Operations team delivers maintenance, facility management and minor capital works from Point Impossible in Torquay through to Peterborough. Our rangers ensure the safety and enjoyment of coastal users, creating world-leading visitor experience.

## **Purpose of the Position**

The **Coastal Operations Coordinator** is accountable for the maintenance of foreshore areas under the management of the Authority. The coordination and supervision of the Coastal Operations team under the direction of the Coastal Operations Manager.

### **Primary responsibilities**

The **Coastal Operations Coordinator** is primarily responsible for the supervision of the Coastal Operations Team at Apollo Bay and Port Campbell with the support of the location Leading Hands. Coordination of day to day works operations and other activities on foreshore coastal reserves under the responsibility of the Authority.

Key responsibilities of this position include:

- Provide supervision and leadership to the Coastal Operations Team including efficient works planning, coordination, implementation and monitoring of foreshore operations.
- Development and review of works programs to improve productivity and efficiency of operations.
- Identify and implement efficiency and safety improvements in line with safety procedures and environmental standards.
- Monitor, supervise and liaise with foreshore contractors to ensure safety, quality, environmental and service delivery standards are met.
- Ensure maintenance tasks are carried out professionally and efficiently whilst adhering to quality and occupational health and safety standards.
- Plan and implement projects up to \$50,000 for construction, maintenance, revegetation, landscaping and erosion management. Manage risks to environment and cultural heritage and ensure that all works are carried out in a safe manner meeting relevant policies, procedures and legislation.
- Manage team recruitment, training, performance and development through team meetings, performance and development process, rostering and leave management; ensure compliance with policies and procedures.
- Represent authority at stakeholder meetings, act as key contact for Traditional Owners, Government and Agency Stakeholders
- Review of stakeholder documentation and plans including event and project plans, attend external stakeholder meetings when required.
- Act as a senior user/coastal operations representative on project control groups
- Preparation of written communications including, briefs, business cases, reports and grant applications
- Monitor the condition of both natural and built assets to ensure that maintenance, level of service, staff and public safety standards are adhered to.
- Coordinate foreshore maintenance activities including removal of rubbish, mowing and grass cutting, minor carpentry, painting, repairs, maintenance of machinery, weed control, fencing, tree planting and minor landscaping; trimming and pruning works, track and path works, cleaning, concreting, event

preparation and pack up, carpark and demand management, operation of plant and machinery and maintenance of port and boat ramp facilities.

- Liaise with the community, community groups, visitors and contractors whilst delivering foreshore services; respond to public email and telephone enquiries and maintenance requests in a timely and efficient manner.
- Complete purchasing in line with organisational standards and monitor expenditure within the works area, take necessary actions to meet budget.
- Ensure the completion of risk assessments, checklists and works plans.
- Other duties as directed from time to time.

### **Key selection criteria**

#### **Qualifications and experience:**

- Trade or diploma relevant to foreshore operations.
- Five (5) years' experience in trade, land management, facilities and grounds maintenance or another relevant field.
- Strong leadership experience including an ability to lead a team, ensure organisational standards are met and resolve and support personal and human resource issues in a professional manner.

#### **Knowledge and skills**

- Strong written and verbal communication and conflict resolution skills. Ability to communicate with people from a diverse range of backgrounds.
- People management skills including staff development, performance management and facilitation of cultural change.
- Thorough knowledge of workplace health and safety and risk management practices with a willingness to participate on the OHS Committee.
- Ability to plan and deliver small projects through planning, budgeting, approvals, development of tender documentation and construction management.
- Ability to innovate and problem solve with a strong focus on quality control to ensure a consistently high standard of works are performed by staff and contractors.
- Demonstrated experience with MS office suite, ability to attend and chair meetings and complete various reports, spreadsheets and plans.

### **Terms and conditions of employment**

Appointment to this position is subject to the successful applicant being able to:

- Provide a National Police Check Certificate
- Obtain a Working with Children Certificate
- Provide evidence of Australian Work Rights
- Hold a current Australian Driver's Licence.

### **Special Characteristics**

This position requires some overtime and weekend work. Weekend work will be required over a minimum six-week period at Christmas and a two-week period at Easter. Other weekend work may be required throughout the year. Ability to take annual leave will be limited during the peak period of December and January plus Easter.

This position is primarily based in either in Apollo Bay or Port Campbell and will require approximately two days per week to be worked at both locations. The role may require staying overnight at either Port Campbell or Apollo Bay approximately one night per week to reduce travel times and ensure face to face supervision of works teams. Overnight accommodation costs and meals will be reimbursed as per relevant organisational policies. This position will be required to work regularly along the coast between Warrnambool and Wye River

### **Organisational relationships**

Reports to: Coastal Operations Manager  
Direct reports: Leading Hand Foreshore Rangers  
Internal liaisons: All Great Ocean Road Coast and Parks Authority departments  
External liaisons: Community, agencies and government stakeholders.  
Contractors and suppliers.