

Position Description



GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

Position title:	Leading Hand Foreshore Ranger
Classification:	Level 4
Status:	Full Time, Fixed Term
Location:	Port Campbell, Victoria
Approved:	Coastal Operations Manager– July 2024

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 our 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 'hot spots' and provide a great visitor experience.

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

About the Coastal Reserves Team

The Coastal Reserves Team deliver maintenance, environmental, facility and capital works to ensure the safety and enjoyment of coastal users. They manage critical coastal and visitor infrastructure from Point Impossible to Peterborough. They build, maintain and upgrade facilities including toilet amenities, beach access points, car parks and boat ramps, and lead beach clean ups, facility maintenance and waste management.

Purpose of the position

The **Leading Hand Foreshore Ranger** is accountable for the maintenance of foreshore and other reserve areas under the management of the Authority including:

- Supervision of the Port Campbell Coastal Reserves team under the direction of the Coastal Operations Coordinator.

- Facilities, equipment and grounds maintenance and cleaning in a variety of reserves including foreshore areas, camping and caravan parks and other reserves under Authority management
- Liaison with community, contractors, and event organisers
- Operation and maintenance of plant and machinery
- Undertaking construction, revegetation, and other landscaping projects
- Participation in team meetings, risk identification and mitigation activities.

Primary responsibilities

The **Leading Hand Foreshore Ranger** is responsible completing day to day works operations and other activities on foreshore coastal reserves under the responsibility of the Authority, leading a small team.

Key responsibilities of this position include:

- Liaising with the Coastal Operations Coordinator to ensure task scheduling of plant and equipment maintenance, facility and asset maintenance works, safety and asset management inspections and related grounds maintenance works programs
- Supervision of the Port Campbell Coastal Reserves team including:
 - Daily works and safety briefings for the team
 - Works planning and delegation of tasks to individual staff ensuring high standards and efficiencies are met.
 - Provide regular feedback to the team and manage team performance and development with support from the Coastal Operations Coordinator.
 - Supervise adherence to workplace health and safety requirements.
- Estimating materials, equipment, cost and labour, purchasing as required in line with budgetary controls
- Administrative duties including works, safety and asset management inspections and reporting; responding to phone and email enquiries and maintenance requests
- Understand and lead compliance with organisational OHS, cultural heritage, planning and environmental policies, procedures and legislative requirements relevant to the position including risk identification and assessments, incident reporting, daily job cards and safety inspections
- Ground maintenance mowing, trimming, pruning, weed control, fencing, tree planting, track and path works and minor landscaping
- Minor carpentry, painting, repairs, cleaning and maintenance of facilities and infrastructure including piers and boat ramp facilities
- Safe operation, staff instruction and user maintenance of a range of different vehicles and/or plant with extensive experience in their operation at an advanced level
- Assist with events including set-up, pack-up and site preparation, assist with provision of beach accessibility programs

- Managing visitor impacts during peak times including access to overflow carparks
- Liaison and communicate with internal and external stakeholders including the community, visitors and contractors delivering foreshore operations
- Rubbish removal, cleaning and presentation of assets and facilities under the management of The Authority.
- Various other duties.

Key selection criteria

Qualifications and experience:

- Qualifications relevant to foreshore operations (trade or diploma desirable)
- Experience leading or supervising small teams
- Five years' experience in trade, land management, facilities and grounds maintenance or other relevant work
- Current manual Australian drivers' licence.

Knowledge and skills

- Practical skills and experience relevant to foreshore operations
- Good communication skills, including an ability to communicate with people from a broad range of backgrounds
- Ability to work co-operatively as part of a team.

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
- Evidence of Australian Work Rights
- Hold a current Australian Driver's Licence.

Special characteristics

Weekend work will be required over a minimum six-week period at Christmas and the 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 periods of December and January plus Easter. Penalty rates may apply in line with the Enterprise Bargaining Agreement.

Organisational relationships

Reports to: Coastal Operations Coordinator

Direct reports: Foreshore Rangers

Internal liaisons: All Great Ocean Road Coast and Parks Authority departments

External liaisons: Community, agencies and government stakeholders.