

# Position Description



**GREAT OCEAN ROAD**  
COAST & PARKS AUTHORITY

<b>Position title:</b>	Project Management Office Coordinator
<b>Classification:</b>	Level 7
<b>Status:</b>	Full Time, Fixed Term (18 months)
<b>Location:</b>	Torquay, Victoria
<b>Approved:</b>	Director Infrastructure and Planning – February 2024

## **About the Great Ocean Road and 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 '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 Capital Works Team**

The Capital Works Team deliver capital projects on our managed land. The team is responsible for managing pre-determined capital projects including buildings, landscapes and public amenities by developing project plans and consultant briefs, appointing construction companies and implementing project management principles. The team provide high level leadership and support in capital works and project management across the organisation.

## **Purpose of the position**

The **Project Management Office Coordinator** position is responsible for the implementation of the Project Management Framework across the organisation, grant progress and project reporting both internally (staff, Executive and Board) and externally (community and grant funding partners), and contributing to development of the annual Capital Works Program. Strong communication skills with key stakeholders, especially project managers and external funding partners, are imperative to deliver the Authority's outcomes and objectives.

## **Primary responsibilities**

The key responsibilities of the **Project Management Office Coordinator** position include:

- Understand stakeholders needs to ensure accurate, relevant, up to date information and reporting is supplied within specific timeframes.
- Collaborate with management to coordinate the effective development, maintenance and prioritisation of the Capital Works Program.
- Coordinate grant reporting commitments.
- Act as primary contact for grant administration for external agencies, where required.
- Implement the Project Management Framework, ensuring the required procedures are followed to a high standard.
- Ensure all stakeholders have the necessary training to meet the Project Management Framework requirements.
- Maintain and continually improve the Authority's reporting platforms, systems and processes providing effective and efficient support to the wider organisation.
- Support the Capital Works Manager to delegate and supervise the work of the Project Support Officer.
- Collaborate with Project Managers on assigned projects to ensure budgets, specifications and timelines are met as set out in contracts and project briefs.
- Collate, model and analyse data for reporting and policy development.
- Undertake risk assessments and develop project quality and probity plans.
- Provide advice and assistance in relation to project delivery including:
  - project formulation (scope planning, budgeting and programming)
  - development of consultant and design briefs
  - management of subsequent engagements and issue resolution
- Ensure Occupational Health and Safety requirements for relevant stakeholders are met. Understand and comply with organisational policies, procedures and legislative requirements relevant to the position, including cultural heritage and statutory planning.
- Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

## **Key selection criteria**

### **Qualifications and experience:**

- Qualifications in Project Management, Architecture, Civil Engineering, Environmental Management, or another related field.
- 5+ years' experience in grant or project management, including a demonstrated ability to prepare detailed project or grant reports.
- Experience in coordinating Capital Works programs and budgets.
- Demonstrated experience building partnerships with a range of stakeholders in all aspects of project delivery to achieve optimal outcomes.
- Experience role modelling a safety culture for a team and managing Occupational Health and Safety matters.
- Current construction induction training (White card).

### **Knowledge and skills**

- Excellent written and verbal communication and presentation skills suitable for a variety of audiences and purposes.
- High proficiency in using analytical tools and various software applications including Microsoft Office suite, especially Excel with an ability to rapidly learn and manage new software.
- Demonstrated ability to continuously improve tools, systems and processes to improve project management across a team.
- Demonstrated use of judgement to enable quality decision making within a project management context.
- Sound knowledge of project management principles.
- Demonstrated ability to work both independently and as part of a team, exercising team leadership where appropriate.
- Ability to work within strict deadlines on projects of a social and cultural nature.
- Ability to mentor and foster an environment of collaboration, consultation and knowledge sharing.
- Understanding of cultural heritage checks and assessments.
- Ability to respond proactively and positively to change.

### **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 Citizenship or Permanent Residency.
- Hold a current Australian Driver's Licence.

### **Organisational relationships**

**Reports to:** Capital Works Manager.

**Direct reports:** Nil.

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

**External liaisons:** Community, agency and government stakeholders.

## **Applications**

Applications require:

- A current resume
- Response to key selection criteria

Any questions about this position should be directed to **Patrick Corkery, Capital Works Manager**, on **0460 346 882** or [Patrick.Corkery@GreatOceanRoadAuthority.vic.gov.au](mailto:Patrick.Corkery@GreatOceanRoadAuthority.vic.gov.au).

*All applications will be treated in strict confidence.*