

Position Description



GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

Position title:	Coastal Projects Senior Officer – Storm Recovery Works
Classification:	Level 6
Status:	Full-Time, Fixed-Term (12 months)
Location:	Torquay, Victoria.
Approved:	Climate Action and Resilience Manager – October 2025

About the Great Ocean Road Coast and Parks Authority

The Great Ocean Road Coast and Parks Authority (GORCAPA) is the dedicated Victorian Government entity entrusted with the care, protection and sustainable management of one of Australia's most breathtaking and culturally significant coastal regions. Established under the Great Ocean Road and Environs Protection Act 2020, GORCAPA was created to address the complex and fragmented management of the coastline and ensure the long-term conservation of this iconic landscape.

By November 2025, GORCAPA will be responsible for managing more than 170,000 hectares of coastal reserves, National Parks, Marine Sanctuaries and foreshores stretching along 355 kilometres of stunning coastline. This includes high-profile sites such as the Twelve Apostles Visitor Experience Precinct and Cape Otway Lightstation, as well as local ports, community reserves and critical marine environments.

At the heart of its work is a commitment to protect the unique environmental, cultural, heritage and community values of the region. GORCAPA partners deeply with Traditional Owners, local communities and stakeholders to integrate cultural knowledge, ensure environmental stewardship, support sustainable visitation and build lasting benefits for regional economies and generations to come.

About the Planning and Climate Action, Resilience and Planning Team

The Climate Action, Resilience and Planning Team is comprised of two sub-teams specialising in coastal adaptation planning and coastal projects, and environmental and planning approvals. Our work encompasses long-term strategic planning to address climate change and coastal hazard impacts, as well as short-term responses.

The team also provides guidance on statutory planning, ensuring compliance with relevant legislation and policy, and development of approval applications.

Purpose of the position

The **Coastal Projects Senior Officer** will deliver the Storm Recovery strategic, operational and statutory projects across the land and marine environments, with a specific emphasis on coastal adaptation, climate change and erosion management.

The role provides technical advice to ensure best practice management and supports the development, implementation and delivery of key strategic projects and priority initiatives.

The role supports management of key relationships with internal staff, government agencies and key stakeholders to facilitate planning processes and the compliant delivery of coast and parks works.

Primary responsibilities

Key responsibilities of this position include:

- Provide Storm Recovery planning advice and project management support to the across the organisation to ensure alignment with best practice in coast and parks management
- Support the delivery of coastal and foreshore management initiatives, including integrated coastal planning, beach erosion and nourishment, dune restoration, coastal protection structure, and coastal process assessments.
- Assist in the successful completion of coastal studies and assessments, including hazard analysis, erosion/inundation management options, and design and installation of coastal structures.
- Contribute to the management of the Authority's coastal monitoring program, incorporating drone surveys, site inspections, photo point tracking, and citizen science initiatives.
- Provide advice informed by sound knowledge and understanding of coastal management and planning frameworks.
- Assist the team in addressing complex planning issues and contribute to strategic problem-solving.
- Support the development and continuous improvement of work methods, procedures and policies.
- Assist in the establishment of project plans, ensuring tasks are prioritised, resources are allocated effectively, and project milestones are met.
- Prepare project-related content for engagement materials and liaise with internal teams, government agencies, and community stakeholders to support project delivery.
- Prepare technical reports, briefs, presentations, and correspondence on coastal and Crown land management matters.

- Support the management of contractors and consultants, including involvement in tendering processes and oversight of project delivery.
- Represent the Authority at community engagement events, seminars, external meetings, and forums to promote initiatives and foster collaboration.
- Adhere to organisational Occupational Health and Safety (OHS) policies, procedures, and relevant legislative requirements.

Key selection criteria

Qualifications and experience:

- Tertiary qualification in Engineering, Environmental Science, Conservation and Land Management or related discipline.
- Minimum five years' experience in coastal and foreshore management, including coastal hazard adaptation projects and the preparation and presentation of technical reports and recommendations.
- Proven experience supporting project delivery in dynamic environments, with the ability to manage competing priorities effectively.
- Demonstrated ability to build and maintain constructive relationships with diverse stakeholders to achieve collaborative outcomes.
- Experience navigating statutory approval, including (but not limited to) Cultural Heritage Management Plans, Marine and Coastal Consents, Flora and Fauna Act permits, EPBC Act referrals (desirable).
- Demonstrated experience in delivering coastal projects aligned with contemporary best practice coastal management principles.

Knowledge and skills

- Sound knowledge of the Marine and Coastal Management Hierarchy, the Planning and Environment Act, and other relevant legislation, practices and emerging trends.
- Strong communication, collaborative and project management capabilities.
- Advanced analytical and problem-solving skills, with the ability to identify issues and implement effective solutions.
- Excellent time management skills, with a proven ability to prioritise tasks and meet deadlines within agreed timeframes.
- Demonstrated sound judgement and decision-making skills within a project management context.
- Proven ability to contribute effectively as a team member, particularly under pressure and within tight timeframes.

Organisational relationships

Reports to: Coastal Specialist

Direct reports: Nil

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

External liaisons: Community, agencies and government stakeholders.

Any queries on this position can be directed to Robert Armstrong, Climate Action, Resilience and Planning Manager – *Robert.armstrong@greatoceanroadauthority.vic.gov.au*