

Position Description



GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

Position title:	Occupational Health & Safety Coordinator
Classification:	Level 7
Status:	Fixed term, 12 months
Location:	Torquay, Victoria.
Approved:	Safety & Emergency Manager – October 2024

About the Great Ocean Road Coast and Parks Authority

The Great Ocean Road Coast and Parks Authority (GORCAA) 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, the Authority was created to address the complex and fragmented management of the coastline and ensure the long-term conservation of this iconic landscape.

GORCAPA is 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 Centre 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 OHS Team

The Occupational Health and Safety (OHS) Team plays a pivotal role in driving both the strategic and operational delivery and improvement of best practice workplace health and safety across our diverse organisation. The team is integral to shaping and defining how GORCAPA approaches the safety, health, and wellbeing of not just employees, but also contractors and visitors working and visiting our managed land.

The team routinely conduct regular audits, risk assessments, identifying of hazards, and implementing mitigation strategies to prevent workplace injuries and illnesses.

The team leads the implementation of initiatives aimed at promoting physical and mental health within the workforce. This includes providing access to wellbeing resources, promoting healthy lifestyle habits, and addressing psychosocial hazards that may affect staff performance or wellbeing.

Purpose of the position

The **OHS Coordinator** position provides specialist OHS advice, assistance and support in relation to OHS legislative obligations, policy and operations to the organisation executive, line managers, key stakeholders and employees. The role facilitates health and wellbeing initiatives across the organisation and engages directly with all levels of the organisation.

Primary responsibilities

Key responsibilities of the position include:

- Review and maintain the GORCAPA OHS Management System.
- Maintain the GORCAPA incident reporting system.
- Provide efficient, timely and accurate advice in relation to safety and employee health, wellbeing and prevention activities.
- Assist with OHS enquiries from staff and managers, including interpreting and applying legislation, policy and procedures).
- Provide advice on incident responses, including coordinating incident investigations and accurate record keeping.
- Undertake and/or review hazard and risk assessments, coordinate the development and maintenance of the OHS risk register, OHS statistics and the hazard inspection schedule.
- Review and introduce continuous improvement strategies of internal OHS processes, including overseeing audit programs.
- Draft OHS policy, guidelines and procedures.
- Coordinate the Health and Safety Committee meetings and workshops, including agendas and minutes.
- Coordinate the development and maintenance of an organisational culture which fosters a participative, safe and compliant OHS working environment.
- Coordinate OHS related training for all employees.
- Coordinate the ongoing review and continuous improvement of the GORCAPA OHS plan and programs.
- Monitor and provide advice on GORCAPA's compliance with OHS policies, legislative requirements, codes, regulations, standard operating procedures and practices.

- Developing, implementing, and reviewing emergency management plans, procedures, and training.
- Deliver safety initiatives and projects across GORCAPA workplaces.
- Coordinate the Return-to-Work process for both work and non-work-related injuries.

Key selection criteria

Qualifications and experience:

- Proven experience working within the safety industry and be able to demonstrate strong knowledge of the *Occupational Health and Safety Act 2004* and associated regulations, codes of practice, standards and guidance material
- Minimum Certificate IV in Work Health and Safety, preferably Diploma level or above.
- Experience working in a similar industry e.g. land management, park operations
- Return to work coordinator training and / or demonstrated experience in injury and workers compensation claim management
- Proven experience and evidence of successful development of OHS programs
- Demonstrated experience in OHS coordination, including incident investigation, emergency planning, risk management, and wellbeing initiatives.
- Experience working with OHS / WHS regulatory bodies

Knowledge and skills

- Demonstrated ability to engage and influence senior leaders, managers, and geographically diverse staff on OHS matters whilst ensuring trust and appropriate confidentiality is maintained at all times.
- Sound knowledge and experience in the implementation of risk management principles, practices and procedures
- Proven skills in interpreting and applying OHS legislation and policy in a practical organisational context.
- Proficient in OHS incident reporting systems, data analysis and Microsoft Office applications.
- Demonstrated high level of initiative, integrity and resilience with strong organisational skills and ability to manage competing priorities.

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.

Organisational relationships

Reports to:	Safety & Emergency Manager
Direct reports:	None
Internal liaisons:	All Great Ocean Road Coast and Parks Authority departments
External liaisons:	Community, agencies and government stakeholders.