

# Position Description



**Position title:** Project Manager

**Classification:** Level 6

**Status:** Permanent, Full-Time

**Location:** Torquay, Victoria

**Approved:** Director Infrastructure & Planning – February 2026

## 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.

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 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 Capital Works Team

The Capital Works Team is responsible for managing capital projects identified through strategic planning, master plans and asset management assessments. Working across the organisation, the team develops, guides and delivers a significant program of work related to buildings, public amenities, playgrounds, landscapes, roads and drainage.

## Purpose of the position

The **Project Manager** is responsible for managing assigned projects within the organisation including but not limited to buildings, landscapes, recreation infrastructure and public amenities, and may work in teams delivering major capital works project.

In this position, the keys to success include communication with key stakeholders to ensure positive project outcomes, the ability to provide specialist advice and implementing project management principles.

## Primary responsibilities

The key responsibilities of the **Project Manager** position include:

- Effective delivery of assigned capital projects, including building projects, civil projects, landscaping projects, public reserve developments, playgrounds, and toilet blocks to a high standard.
- Take on team roles within larger Capital Works projects, assisting the Senior Project Manager and Capital Works Project Lead to effectively deliver major capital works projects from planning through to construction.
- Provide effective and efficient contract administration and supervision of design consultancy and construction contracts, preparing documents for approval by the Superintendent's Representative
- Develop, monitor and implement project management plans and budgets.
- Prepare project procurement documents including quotes, tenders and project specifications developed from the needs of key stakeholders, for design and for construction stages
- With the Authority's Engagement Team, prepare engagement plans and lead community engagement on your projects with the community.
- Effective supervision of project construction phases to ensure projects are delivered on time, on budget and to specifications set out in contracts, including all necessary contract administration.
- Undertake accurate and effective project reporting utilising the Authority's policies, systems and processes to meet all project reporting requirements.
- Ensure appropriate and effective communication and liaison processes with internal and external stakeholders and rights holders.
- Ensure Occupational Health & Safety requirements are met in relation to staff and works areas under the positions control.
- Understand and comply with organisational policies, procedures and legislative requirements relevant to the position.
- Ability to complete technically skilled designated works plans, involving an element of problem solving.
- Action work subject to plans and objectives set by the Capital Works Project Lead.
- Carry out other duties as deemed reasonable and appropriate to the role, as directed from time to time.

**Key selection criteria****Qualifications and experience:**

- Tertiary qualification or Diploma in Architecture, Civil Engineering, Landscape Architecture, Coastal Engineering, Environmental Management, or related discipline.
- Experience, training or qualifications in Coastal Engineering, coastal project management or Coastal Hazard & Resilience Planning will be highly regarded.
- Demonstrated experience (5+ years) in project management for construction projects such as civil, building, landscape and recreational projects.
- Sound project reporting, scope, budget, time and risk management and planning skills for multiple projects.
- Experience in community engagement and State/Federal State Government funding partner relationship management is desired.

**Knowledge and skills:**

- Demonstrated use of judgement to enable quality decision making within a project management context.
- Demonstrated ability to build partnerships with a range of stakeholders (both external and internal) to achieve optimal outcomes.
- Extensive interpersonal, communications and consultation skills.
- Sound knowledge of project management principles including construction management.
- Demonstrated ability to work both independently and as a member of a team, often working to strict deadlines on infrastructure projects of a social and cultural nature.
- Ability to thrive under pressure and in a changing environment.

**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.

**Applications**

Applications require:

- A current resume
- Response to key selection criteria.

**Organisational relationships**

Reports to: Capital Works Manager

Direct reports: Nil

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

External liaisons: Community, agencies and government stakeholders.