

Position Description



Position title: Senior Project Manager

Classification: Level 7

Status: Permanent, Full-Time

Location: Torquay, Victoria

Approved: Director of Infrastructure & Planning – February 2026

About the Great Ocean Road and 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 **Senior Project Manager** is responsible for the complete management of major capital projects including project plans, scope definition, timelines, quality definition, assurance, risk management, stakeholder management, engagement, communication management and financial control as well as grant management and reporting.

This role communicates effectively with key stakeholders to ensure positive project outcomes, provides specialist advice and implements project management principles.

Primary Responsibilities

- Manage the effective delivery of major capital works projects from planning through to construction including major projects exceeding \$10m and other assigned capital projects, often involving substantial complexity and challenge to deliver, and taking on a leadership role within a larger team.
- Provide effective and efficient contract administration and supervision of design consultancy and construction contracts as either Superintendent's Representative or preparing documents for approval by the Superintendent's Representative.
- Ensure all projects are delivered to agreed timeframes and budgets and to the specifications as set out in contracts and project briefs.
- Undertake risk assessments and develop quality and probity plans for projects.
- Manage high quality reporting and liaison with key stakeholders including grant funding bodies and community members.
- Implement effective project reporting mechanisms meeting the needs of the Directorate, key stakeholders such as grant funding partners and corporate reporting requirements. These include but are not limited to monthly project reports, board papers and project control group meeting information related to progress, risk, financials and issues resolution.
- Prepare contract documentation including drawings, specifications and other items specific to individual projects.
- Provide supervision 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
 - Advice to other parts of the organisation in relation to project management and delivery.
- Provide mentorship in project management, project governance and project documentation processes to the Capital Works team, and wider organisation.
- 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, including Cultural Heritage and Statutory Planning.
- Complete technically skilled designated works plans involving an element of problem solving.

- Create and capture accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures.
- Accountable for producing effective and high-quality infrastructure and services for the community.
- Action work subject to plans and objectives set by the Project Management Office team.
- Coordinate external consultants to deliver tender-ready designs.
- 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 Architecture, Civil Engineering, Environmental Management, Project Management or other related fields.
- Substantial experience, 5+ years in project management including managing complex projects (related to civil or building works in sensitive environments) from design to delivery, whilst ensuring sound financial management.
- Experience, training or qualifications in Coastal Engineering, Coastal Project Management or Coastal Hazard and Resilience Planning, highly regarded.
- Ability to provide guidance and mentorship to develop the skills of staff in the organisation.
- Excellent project reporting, scope, budget, time and risk management and planning skills for multiple project work streams.
- Demonstrated skills and experience in communication and engagement with internal and external stakeholders in all aspects of project delivery and organisational requirements.
- Provide evidence of Construction induction training (White card).

Knowledge and skills:

- Demonstrated use of judgement to enable quality decision making within a project management context.
- Demonstrated ability to build strong 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, cultural heritage management, and occupational health and safety.
- Demonstrated ability to work both independently and as a member/leader of a team, often working to strict deadlines on infrastructure projects of a social and cultural nature.
- Innate ability to mentor and foster an environment of collaboration and knowledge sharing.
- Ability to respond 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 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, agency and government stakeholders.