

# Position Description



**GREAT OCEAN ROAD**  
COAST & PARKS AUTHORITY

<b>Position title:</b>	Senior Project Manager
<b>Classification:</b>	Level 7
<b>Status:</b>	Full time
<b>Location:</b>	Torquay, Victoria
<b>Approved:</b>	Director of Infrastructure & Planning – May 2026

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

### **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 Tender and contract documentation
- Negotiating and awarding construction contract
- Contract administration
- 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.
- Ability to take control and show initiative in new and unexpected situations.
- Action work subject to plans and objectives set by the Project Management Office Coordinator.
- Demonstrated experience in community engagement related to Capital Works projects.
- 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.
- Development of business cases and project initiation documentation.
- Be flexible to assist in the Project Management Office process and project initiation development as required.

### **Key selection criteria**

#### **Qualifications and experience:**

- Qualifications in Project Management, 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.
- Contract management and administration
- In depth understanding and ability to implement Health, Safety and Environment protocols on projects.

### **Direct Reports**

- The role may provide supervision, support, and guidance to a Project Manager, Project Coordinator, and/or Graduate as required by the business.
- At the time of initial appointment, there are no direct reports; however, flexibility is retained within the role to include direct reports in the future, subject to organisational needs.

### **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.

### **Organisational relationships**

<b>Reports to:</b>	Capital Works Manager
<b>Direct reports:</b>	As per above
<b>Internal liaisons:</b>	All Great Ocean Road Coast and Parks Authority departments.
<b>External liaisons:</b>	Community, agency and government stakeholders.

*Any queries on the position can be directed to*