

Position Description



GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

Position title:	Strategic Planning Coordinator
Classification:	Level 7
Status:	Permanent, Full-Time
Location:	Torquay, Victoria.
Approved:	Director Infrastructure and Planning – December 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.

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 Climate Action, Resilience and Planning Team

The Climate Action, Resilience and Planning Team works across our organisation and with key stakeholders including community, state and local governments, to guide best practice coastal planning to safeguard the Coast and Parks for future generations.

The Climate Action, Resilience and Planning Team provides high level leadership and support across the organisation in strategic coastal planning. The team is responsible for the development of strategic plans and govern strategies that guide the use and development of Crown land. The team also ensures works undertaken by the Authority complies with planning, environment and heritage legislation, policy, and regulations.

Purpose of the position

Working closely with the Climate Action and Resilience Manager, the **Strategic Planning Coordinator** will deliver high quality and consistent planning for the Authority. The role will lead the preparation and implementation of strategic projects including land use, development, adaptation and place making plans and strategies.

The role is responsible for providing input and advice to inform strategic plans and projects in the Great Ocean Road region lead by partner agencies and participating in multi-disciplined project teams across the Authority.

Primary responsibilities

Key responsibilities of this position include:

- Lead a range of strategic planning functions including developing land use and development strategies, adaptation plans and master plans in accordance with legislation, guidelines and policy.
- Develop the Authority's inaugural integrated Coastal and Marine Management Plan and Land Management Strategy and oversee their approvals.
- Coordinate the provision of organisational advice and feedback on strategic plans and projects lead by partner agencies, including representing the Authority in reference/advisory groups to ensure optimal information sharing and positive outcomes.
- Collaborate across the Authority and with external stakeholders to ensure internal planning is coordinated and considered, with full integration across all strategic outputs achieved.
- Oversee the monitoring, review, and reporting on strategic planning products, including external reporting obligations against regional and state strategies.
- Provide advice on land use and development proposal (internal and external) to ensure alignment with strategic, policy and legislative frameworks as well as organisational priorities.
- Manage consultants, develop project briefs and undertake procurement, contract management and cyclic project reporting.
- Conduct advanced research, provide professional advice, and prepare high quality reports and briefs on strategic projects and risks to allow the consideration of these matters by management, executive and the Board.
- Build and maintain strong working relationships and connections between internal and external stakeholders, including actively participating in public consultation activities relating to the Authorities strategic planning projects.
- Remain informed on contemporary practices and relevant legislation.

- Understand and comply with organisational policies, procedures, and legislative requirements relevant to the position.
- Perform any other duties, tasks, or projects to support the Climate Action, Resilience and Planning team's broader remit.
- Effectively plan, organise, and manage own time to achieve outcomes within agreed timeframes.

Key selection criteria

Qualifications and experience:

- Relevant tertiary qualification in environmental planning, urban planning, coastal planning or related fields with extensive strategic planning experience.
- Extensive experience preparing strategies, plans and guidelines associated with public land management such as Coastal and Marine Management Plans and Master plans.
- Extensive knowledge and experience working under land management legislative frameworks and guidelines including the *Marine and Coastal Act 2018* and *Planning and Environment Act 1987*.
- Demonstrated ability to develop and project manage multiple complex projects and contracts, including the procurement and day to day management of consultant teams.
- Demonstrated experience in building and maintaining positive and productive working relationships with internal and external stakeholders to deliver high quality, tangible outcomes.

Knowledge and skills:

- Innate ability to foster an environment of collaboration and knowledge sharing, and to create and respond positively to change.
- Ability to provide guidance to develop the skills within the team and organisation relative to strategic planning.
- Ability to thrive in a dynamic and evolving work environment whilst actively contributing to team culture in a values-led organisation.
- Resolve problems utilising collaborative and innovative approaches taking account of established management systems, professional standards, and budget parameters.
- Demonstrated experience building positive relationships with and engaging with a diverse range of rights holders and stakeholders, including Traditional Owners, internal teams, and external stakeholders.

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

Reports to:	Climate Action and Resilience Manager
Direct reports:	Senior Strategic Planners
Internal liaisons:	All Great Ocean Road Coast and Parks Authority departments
External liaisons:	Community, agencies and government stakeholders.

Applications

Applications require:

- A current resume
- Response to key selection criteria.

Any questions about this position should be directed to **Rob Armstrong, Climate Action and Resilience Manager**, on 0429 825 697 or at robert.armstrong@greatoceanroadauthority.vic.gov.au.

All applications will be treated in strict confidence.