

Position Description



GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

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| Position title: | First Peoples Engagement Coordinator |
| Classification: | Level 7 |
| Status: | Permanent, Full Time |
| Location: | Torquay, Victoria. |
| Approved: | Community Engagement Manager – February 2026 |

About the Great Ocean Road Coast and Parks Authority

The Great Ocean Road Coast and Parks Authority 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 Community Engagement Team

The Community Engagement Team has a large remit, including leading and supporting the design and implementation of best practice engagement practices, providing advice to all levels of the organisation, ensuring oversight and collective knowledge of our communities, development of strategic documents and initiatives and supporting the Authority's growth and reputation.

The team provides timely support and advice to our Communications, Capital Works, Planning, Climate Action and Resilience, Commercial and Visitor Economy, Operations and Environment and Accommodation Services teams to ensure consistent, innovative and best practice engagement.

The team works closely with Traditional Owner groups, local communities, volunteers and partner agencies to protect the natural and cultural values of the Great Ocean Road region and ensure the voices of all are heard.

Purpose of the position

The **First Peoples Engagement Coordinator** will be responsible for developing and implementing strategies and frameworks to foster positive, authentic and constructive relationships, facilitate communication and enhance engagement between the Authority, Traditional Owners and people who identify as Aboriginal or Torres Strait Islander within the Great Ocean Road Region, supporting Rights Holders.

This role aims to promote cultural understanding, build and strengthen partnerships and contribute to the advancement of reconciliation, respect, and mutual benefit. This position will be key in developing and implementing an organisational framework to guide how GORCAPA will work in partnership with Traditional Owners to protect the Great Ocean Road coast and parks, recognising and supporting Traditional Owner rights and interests.

Key Accountabilities:

Community Relationship Building

- Establish and maintain strong connections with First Peoples communities, elders, leaders and relevant organisations, including Registered Aboriginal Parties: Eastern Maar Aboriginal Corporation and Wadawurrung Traditional Owners Aboriginal Corporation.
- Cultivate a deep understanding of cultural protocols, traditions, and sensitivities to ensure respectful and culturally safe engagement.

Stakeholder Engagement

- Develop an organisational framework to guide how the Authority will work in partnership with Traditional Owners to protect the Great Ocean Road coast and parks, recognising and supporting Traditional Owner rights and interests.
- Develop a strategic and coordinated approach to working with Traditional Owners to strengthen collaboration, understanding and partnerships.
- Work closely with other government agencies, non-government organisations, industry partners and others to promote collaborative initiatives.
- Promote collaborative initiatives with externals.

Engagement

- Facilitate engagement processes for key strategic planning projects including Coastal and Marine Management Plan, Coastal Adaptation Planning projects, key major capital works projects and other programs and projects as required.
- Lead and support the implementation of the Enable Fulfilment of First Peoples' Rights theme of the Authority's Five-Year Strategic Plan and Annual Corporate Plan.

- Support work with Traditional Owners to establish and implement Partnership Agreements.

Reconciliation and Advocacy

- Advocate for and build organisational knowledge in which the Victorian Government recognises and supports enabling Traditional Owner rights and self-determination of the Aboriginal community more broadly, including the work and programs undertaken by First Peoples - State Relations, Traditional Owners.
- Advocate for meaningful reconciliation initiatives.
- Identify opportunities for promoting First Peoples initiatives and programs and where appropriate, partnership opportunities
- Continuous improvement of Authority systems and processes.

Reporting and Documentation

- Develop monitoring, evaluation and reporting program to inform adaptive implementation and improvement of organisational framework and any partnership agreements.
- Collate and analyse data from engagement programs and activities.
- Maintain accurate records of engagement activities, discussions and outcomes, including the storage of sensitive documentation.

Cultural Competency and Training

- Support the development and delivery of cultural competency training programs for staff to enhance understanding and sensitivity when working with First Peoples communities.
- Provide guidance on appropriate language usage, cultural protocols and engagement practices.

Key selection criteria

Qualifications and experience:

- A sound understanding of Aboriginal community dynamics and protocols and the management of sensitive information.
- Experience in liaising and working with and communicating complex issues to Indigenous people, government organisations and communities.
- Tertiary qualification and relevant experience in Indigenous studies, social sciences, community development, strategy, policy development or related discipline.
- Demonstrated experience in building positive relationships with key stakeholders within private and government sectors and members of the public including Indigenous communities.
- Experience and knowledge in the development of policy, programs and projects and ability to use these skills in the context of coast and parks and land management and Traditional Owner policy development and/or implementation (desirable).
- Understanding of Native Title Act (Cth) 1993, Traditional Owner Settlement Act (Vic) 2010, Charter of Human Rights and Responsibilities Act (Vic) 2006, United Nations Declaration on the Rights of Indigenous Peoples (desirable).

- IAP2 certificate (or equivalent) is desirable.

Knowledge and skills

- Excellent written and verbal communication skills, with the ability to engage sensitively, clearly and effectively with Traditional Owners and a wide range of stakeholders.
- Strong interpersonal and relationship-building skills, including the capability to develop cultural understanding and maintain respectful, trust-based relationships with Aboriginal people.
- Proven ability to navigate challenging conversations, facilitate dialogue among diverse groups, problem-solve and manage conflict constructively.
- Highly organised and proactive, with the ability to manage multiple priorities, meet deadlines, and maintain forward planning.
- Demonstrated ability to work both independently and collaboratively within multidisciplinary teams.
- Experience collecting, collating and analysing data to support reporting, evaluation and informed decision-making.

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: Community Engagement Manager

Direct reports: Nil

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

External liaisons: Community, agencies and government stakeholders.

Any questions about this position should be directed to **Emma Ashton, Acting Community Engagement Manager**, emma.a@greatoceanroadauthority.vic.gov.au

All applications will be treated in strict confidence.