

Position Description



GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

Position title:	Governance Coordinator
Classification:	Level 7
Status:	Full Time, Fixed-Term (10 months)
Location:	Torquay, Victoria
Approved:	Executive Director Corporate Services – March 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 Corporate Services Directorate

The Authority's Corporate Services Directorate provides strategic and operational support services that enable the organisation to function effectively, including finance, human resources, governance, risk, and compliance functions.

The Governance and Risk Team manages the Authority's governance and risk functions, including Authority policies, the risk management framework, compliance obligations, internal audit program, insurance arrangements, and Freedom of Information requests. The team ensures robust governance practices and embeds risk management into planning and decision-making.

Purpose of the position

The **Governance Coordinator** plays a key role in strengthening GORCAPA's governance capability and ensuring the organisation meets its legislative, regulatory, and public accountability obligations. This role provides high-quality coordination, advice, and support across core governance functions, including policy governance, risk and compliance activities, and reporting.

Working closely with leaders and subject matter experts, the **Governance Coordinator** ensures that governance processes are well-designed, contemporary, and consistently applied, enabling effective decision-making and organisational transparency.

The role supports compliance with key legislation including, but not limited to:

- the *Great Ocean Road and Environs Protection Act 2020*
- *Crown Land (Reserves) Act 1978*
- *Crown Land (Reserves) (Great Ocean Road Coast and Parks) Interim Regulations 2023*
- *National Parks Act 1975*
- *National Parks Regulations 2024*
- the *Financial Management Act 1994* and the 2018 Standing Directions under the Act
- the *Public Administration Act 2004*
- *Freedom of Information Act 1982*
- the Victorian Information Commissioner's Privacy and Data Protection requirements
- the *VPSC Code of Conduct for Employees* and the *VPSC Code of Conduct for Directors of Public Entities*
- applicable Victorian Government policies.

Primary responsibilities

- Provide expert governance advice to the Chief Executive Officer, Executive Leadership Team, and Authority staff on contemporary governance practices, statutory obligations, and organisational policy requirements.
- Coordinate the development, review, and maintenance of Authority policies and procedures, ensuring alignment with relevant legislation, regulatory requirements, and sound governance principles.
- Monitor compliance with key legislation and internal governance frameworks, maintaining accurate compliance registers and supporting the organisation to meet obligations under the relevant acts.

- Manage core integrity processes, including coordinating the Authority's approach to conflicts of interest, and gifts, benefits and hospitality, ensuring adherence to Victorian Public Sector Commission requirements.
- Coordinate Freedom of Information (FOI) requests, public interest disclosures, and insurance claim processes, ensuring timely, accurate, and compliant handling of all statutory matters.
- Prepare and maintain Authority Set Aside Determinations, including working with relevant teams to clearly designate areas where public access or land use is restricted or where specified public activities are permitted, in line with legislative requirements.
- Oversee the coordination and quality of official correspondence with external stakeholders, including reporting to the Authority's Board on the Authority's timeliness, accuracy and consistency of correspondence management.
- Support the organisation's risk management processes, contributing to the identification, assessment, and monitoring of risks in line with the Victorian Government Risk Management Framework.
- Support the delivery of the internal audit program, ensuring compliance with the Standing Directions 2018 under the *Financial Management Act 1994*.
- Contribute to the reporting to government departments and external agencies, including compliance attestations, legislative reporting, and public reporting obligations such as preparation of content for the Annual Report.
- Contribute effectively to a culture of integrity, accountability, and continuous improvement.

Key selection criteria

Qualifications and experience:

- A tertiary qualification in law, governance, public administration, risk management, or a related discipline.
- Demonstrated experience in governance and compliance roles, within public sector preferred.

Knowledge and skills:

- Strong understanding of governance principles and compliance requirements within government or public sector environments
- Proven ability to develop, review, and implement policies and procedures that meet statutory, legislative, and reporting obligations while promoting sound governance practices
- Experience in identifying, assessing, and monitoring organisational risks and supporting internal audit programs in line with recognised government frameworks
- Excellent interpersonal and written communication skills, with the ability to provide clear, practical governance advice to executives and staff

- Ability to interpret complex legislation and policy requirements, analyse compliance issues, and develop effective solutions to ensure organisational compliance
- Demonstrated commitment to public sector values and ethical standards, including managing sensitive matters such as conflicts of interest, gifts, benefits, and public interest disclosures
- Capacity to manage multiple priorities, meet statutory reporting deadlines, and maintain accurate compliance registers in a dynamic environment
- Proficiency in using governance and compliance systems, registers, and Microsoft Office applications to support reporting and record-keeping.

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 Citizenship or Permanent Residency
- Hold a current Australian Driver's Licence.

Organisational relationships

Reports to: Governance and Risk Manager

Direct reports: Nil.

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

External liaisons: Government, community and agency stakeholders.

Applications

Applications require:

- A current resume
- Response to key selection criteria

Any questions about this position should be directed to **Chris Badelow, Governance & Risk Manager via email: chris.badelow@greatoceanroadauthority.vic.gov.au**

All applications will be treated in strict confidence.