GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

Position Description

Position title:	Strategic Environment Coordinator
Classification:	Level 7
Status:	Full-Time, Fixed-Term (12 months)
Location:	Torquay, Victoria.
Approved:	Director Land and Marine Management – November 2026

Purpose of the position

The **Strategic Environment Coordinator** is responsible for providing strategic coordination and support for environmental management, planning, policy and governance across the organisation. The position supports the development, implementation and review of environmental strategies, policies, plans, and programs aligned with organisational objectives, asset management plans, and legislative obligations across the coast and parks.

The role provides strategic advice on environmental risks, impacts, opportunities and resilience planning, supports continuous improvement in environmental governance systems and processes, and contributes to organisation-wide environmental reporting and strategic initiatives. The role also supports engagement with internal and external stakeholders, including government agencies, Traditional Owners, community partners, consultants and research organisations, to foster collaboration and effective delivery of environmental outcomes.

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.

GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

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 Light station, 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 Environment and Sustainability Team

The team delivers both on-the-ground conservation activities and strategic land and marine environmental initiatives to protect and enhance ecological values along the Great Ocean Road coast and parks. Team members provide expertise across biodiversity protection, land management, habitat restoration and initiatives to reduce our resource use and sustainability.

The Department works collaboratively across the organisation and with external stakeholders, including regulators, Traditional Owners, community groups, and research partners, to ensure compliance with legislative requirements and to embed environmental responsibility into corporate planning and service delivery.

Key Accountabilities

- Support the development, implementation and cyclic review of environment, conservation and sustainability strategies, policies and priority projects.
- Coordinate key environmental initiatives including, but not limited to, Environmental Economic Accounting and State of Environment Reporting.

GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

- Provide oversight of GORCAPA's contribution to externally led strategic environmental initiatives and programs, ensuring alignment with organisational objectives.
- Advise and assist the Conservation Coordinator to operationalise strategic initiatives.
- Support the development and maintenance of environmental governance systems, procedures, and guidance materials.
- Coordinator the development and continuous improvement of organisational environmental monitoring frameworks, research priorities and strategic partnerships.
- Provide technical environmental advice (outside of National Parks) relating to approvals for operational and planning projects/approvals (internal and external) where required.
- Coordinate GORCAPA's Environmental Risk Management Framework (ERMF), including assisting in the identification, assessment, mitigation and monitoring of environmental risks and opportunities across projects, programs and operations.
- Support monitoring, evaluation, and reporting of program performance, targets and commitments.
- Coordinate engagement and support partnerships with internal stakeholders, government agencies, regulators, Traditional Owners, consultants, and community partners to achieve shared outcomes.
- Prepare strategic reports, briefings, and submissions for management and executive consideration.
- Support environmental input into project planning, business cases, and decision-making processes.
- Lead or support (the Protected Area Coordinator) the development of grant applications.
- Manage budgets, resources, contracts, and grant-funded projects, ensuring effective delivery of relevant projects and programs.
- Support continuous improvement in environmental governance and strategic planning processes.

Key selection criteria

Qualifications and experience:

- Tertiary qualification in Environmental Science, Natural Resource Management or Conservation and Land Management, including biodiversity management in coastal areas.
- Minimum of five (5) years' experience in a similar position.
- Demonstrated skills and experience in conservation and protected area management.
- Experience with GPS and other spatial tools.
- Experience in role modelling a safety culture for a team and managing OHS matters.

GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

Knowledge and skills:

- Demonstrated project management skills and experience including project development and implementation, reporting and evaluation, ability to deliver project deadlines, within budget and to appropriate standards.
- Strong communication and interpersonal skills, including liaison, negotiation, conflict resolution and ability to influence outcomes in relation to stakeholder engagement and partnership development.
- Effective written communication skills with experience in preparing strategic documents including strategies and plans, preparing funding applications, project documentation, and briefings to executive and Board.
- Excellent stakeholder engagement skills with the ability to develop strong networks across stakeholders in environmental management.
- Proactive, with good organisational skills and able to work independently and as part of a team.
- Well-developed computer skills, including experience collating and analysing data for reporting.
- Understanding of cultural heritage legislation.

Terms and conditions of employment

Appointment in 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 License.

Organisational relationships

Reports to:	Environment and Sustainability Manager
Direct reports:	Nil.
Internal liaisons:	All Great Ocean Road Coast and Parks Authority departments
External liaisons:	Community, agencies and government stakeholders.