Barwon Coast Committee of Management Inc.
7 Ewing Blyth Drive,
Barwon Heads VIC 3227

POSITION DESCRIPTION

ENVIRONMENT & OPEN SPACE COORDINATOR

Reports to:	General Manager - Operations
Location:	Barwon Coast Office
Employment Type:	Permanent Full Time
Industrial Instrument:	Barwon Coast Enterprise Agreement 2022 – Level 7

BARWON COAST

Barwon Coast Committee of Management Inc (Barwon Coast) is delegated to manage 22km of the coast along Victoria's Bellarine Peninsula. This includes the beaches and foreshores of Ocean Grove, Barwon Heads, 13th Beach, Black Rock and Breamlea. In partnership with Traditional Owners, Barwon Coast's charter is to protect and enhance the natural environment and provide opportunities for residents and visitors to enjoy these areas.

Management of the foreshore is done strategically through implementation of the Barwon Coast Coastal and Marine Management Plan 2020 - 2025. This includes developing master plans and coastal adaptation plans, managing infrastructure, caring for the coastal reserves, operations of caravan parks, education programs and supporting community volunteer groups linked to the coast.

OUR VALUES

At Barwon Coast, **WE CARE**. Our workplace values are **C**ommitment, **A**uthenticity, **R**espect and **E**xcellence. At Barwon Coast we work towards shared goals, we act with integrity, we are knowledgeable, genuine and trustworthy. We are inclusive, we recognise everyone's contribution and we take pride in a job well done.

POSITION PURPOSE

The Environment and Open Space Coordinator is responsible for leading and coordinating Barwon Coast's Open Space and Natural Resource Management

functions, ensuring the effective management, maintenance and enhancement of natural environments, biodiversity, open spaces and associated facilities.

The role leads operational teams in implementing established environmental strategies and delivering horticultural, conservation, land management and maintenance programs across Barwon Coast's managed land, including caravan parks and camping reserves. It also contributes to the development of targeted environmental initiatives and promotes sustainable practices across operational functions, including waste management and fleet operations.
The position provides leadership and direction to staff, coordinates resources and contractors, and ensures operational activities are delivered safely, efficiently and to appropriate standards for the benefit of the environment, visitors and the community.

CONDITIONS OF APPOINTMENT

The terms and conditions of employment are outlined in an individual employment contract and the applicable Barwon Coast Enterprise Agreement, together with relevant legislation.

KEY RESPONSIBILITIES AND DUTIES

1. **Environmental and Open Space Management**

- Lead and coordinate the delivery of open space maintenance, horticultural, natural resource management and conservation programs across Barwon Coast-managed land to maintain and enhance amenity, environmental values and biodiversity.
- Implement established environmental strategies and management plans, including the Coastal and Marine Management Plan, Foreshore Master Plan Biodiversity and Mature Tree Strategies and other relevant planning documents.
- Contribute to the development of targeted environmental strategies and initiatives that support Barwon Coast's environmental priorities and continuous improvement.
- Develop, implement and monitor annual operational works programs for open spaces, caravan park grounds and natural reserves, ensuring delivery against established priorities, service levels and available resources.
- Oversee inspection and maintenance programs for open space assets and natural reserves, including irrigation systems, fencing, trails, playgrounds and garden areas, ensuring compliance with relevant legislation and maintenance requirements.

- Coordinate arboriculture audits and tree inspections across caravan parks and camping reserves, ensuring identified priority works are completed, particularly in preparation for peak visitor periods.
- Plan, coordinate and oversee assigned operational projects and programs, including the engagement and management of contractors and service providers, to ensure delivery within agreed scope, budget, timeframes and quality standards.
- Oversee relevant operational services, including recycling and waste management, fleet and plant replacement programs, and promote sustainable practices and efficient resource use across these functions.
- Oversee the implementation and effective use of operational systems to support inspections, maintenance programming, monitoring and reporting.
- Ensure cultural heritage considerations are appropriately incorporated into environmental and open space works, working collaboratively with Traditional Owners and relevant stakeholders.

2. People and Culture

- Provide leadership, direction and support to the Open Space and Natural Reserves teams, including the Senior Open Space Officer and Senior Natural Reserves Officer, fostering a positive, collaborative and accountable team environment.
- Coordinate the effective deployment of staff and resources, including rostering and workforce planning, to meet operational requirements and seasonal demands.
- Participate in recruitment, induction, performance management, employee development and other relevant people management processes.
- Support staff capability through coaching, guidance, training and development opportunities.
- Promote and maintain safe working practices, ensuring staff and contractors comply with relevant workplace health and safety legislation, policies and procedures.

3. Stakeholder Management

- Develop and maintain constructive working relationships with Traditional Owners, government agencies, volunteer groups, industry partners and the community to support environmental management and conservation outcomes.
- Coordinate community working bees and support conservation, environmental education and volunteer initiatives, as required.

- Provide technical and operational advice to other Barwon Coast departments to inform the development and implementation of master plans, projects, policies and strategies.
- Liaise with tertiary institutions and other relevant organisations to facilitate student work experience and educational programs.
- Ensure customer requests, complaints and disputes relating to environmental and open space services are appropriately recorded, addressed and escalated where necessary, particularly where significant safety or operational risks are identified.

4. Financial, Resource and Project Management

- Contribute to the development of departmental budgets and monitor expenditure to ensure activities and resources are managed within approved budgets.
- Coordinate the purchase, maintenance and replacement of machinery, plant, tools and equipment in accordance with operational requirements.
- Engage and oversee contractors and service providers, ensuring works are completed to appropriate standards and in accordance with relevant organisational requirements.
- Manage assigned projects and operational activities, including identifying and addressing risks, resolving issues and responding to changing priorities.
- Identify relevant grant opportunities and contribute to grant applications and funded projects, where appropriate.
- Exercise financial, procurement, contractor engagement and project management responsibilities within the scope of the position and in accordance with Barwon Coast's approved delegations, policies and procedures.

5. Organisational Responsibilities

- Demonstrate behaviours consistent with Barwon Coast's values, policies and Code of Conduct.
- Comply with relevant legislation, organisational policies, procedures and applicable regulatory requirements.
- Actively contribute to a safe and healthy workplace by identifying and reporting hazards, managing risks within the scope of the position and complying with occupational health and safety requirements.
- Support inclusive, respectful and collaborative working relationships with colleagues, volunteers, stakeholders and members of the community.
- Contribute to Barwon Coast's commitment to environmental sustainability, responsible coastal management and continuous improvement.
- Undertake other duties reasonably within the scope, skills and classification of the position.

KEY RELATIONSHIPS

Internal

- General Manager – Operations (reports to)
- Senior Open Space Officer (direct report)
- Senior Natural Reserves Officer (direct report)
- Natural Resources and Open Space Teams
- Caravan Parks and Operations Teams
- Marketing and Engagement Team
- Other Barwon Coast employees and managers

External

- Wadawurrung Traditional Owners
- Volunteer and environmental groups
- Schools and education providers
- Community organisations and environmental agencies
- Government agencies and funding bodies
- Visitors and members of the community

KEY SELECTION CRITERIA

Qualifications and expertise

- Relevant tertiary qualifications in natural resource management, environmental management, horticulture or a related discipline, and/or extensive relevant practical experience.
- Demonstrated experience in coordinating the delivery of open space maintenance, natural resource management, horticultural and conservation programs.
- Demonstrated experience in leading, supervising and developing operational teams, including the ability to effectively manage contractors and work collaboratively with volunteers.
- Experience in coordinating operational works programs, projects and resources, including monitoring expenditure and delivering outcomes within established budgets and timeframes.
- Current Australian driver's licence, preferably including a manual licence, with a Light Truck Licence desirable.
- Relevant operational certifications, including Front End Loader, Chainsaw and Farm Chemical Users certificates, desirable.

Knowledge, skills and capabilities

- Sound knowledge of natural resource management, conservation, horticulture and open space maintenance practices, including relevant environmental and safety requirements.
- Well-developed planning, organisational and coordination skills, with the ability to develop, implement and monitor operational works programs and respond effectively to changing priorities.
- Demonstrated understanding of project management principles and practices, including contractor coordination, resource management and risk management.
- Ability to contribute to the development of targeted environmental initiatives and promote sustainable practices across operational activities.
- Well-developed interpersonal and communication skills, including the ability to build effective working relationships with staff, Traditional Owners, contractors, community groups and other stakeholders.
- Ability to prepare clear and accurate reports, specifications, correspondence and other operational documentation.
- Ability to safely operate relevant horticultural plant and equipment.
- Demonstrated commitment to customer service, including the ability to respond professionally and constructively to enquiries, complaints and challenging situations.
- Demonstrated ability to take a proactive, practical and solutions-focused approach to leadership, operational problem-solving and competing priorities.
- Commitment to fostering a positive, respectful and collaborative workplace culture consistent with Barwon Coast's values.
- Strong appreciation of coastal environments, conservation and biodiversity, with a commitment to environmental stewardship and sustainable practices.
- Commitment to maintaining safe, accessible and well-presented coastal environments for the enjoyment of residents and visitors.

TERMS AND CONDITIONS OF EMPLOYMENT

Appointment to this position is subject to the successful applicant being able to:

- Provide a satisfactory National Police Check.
- Hold or obtain a valid Working with Children Check.
- Provide evidence of Australian work rights.
- Hold a current Australian driver's licence.

Due to the nature of the position, occasional additional hours, including evenings, weekends or public holidays, may be required. Any additional hours will be managed and compensated in accordance with the applicable Enterprise Agreement.

WORKPLACE HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS

The position is required to comply with Barwon Coast's occupational health and safety policies, procedures and relevant legislative requirements.

The position is expected to actively identify, assess and manage workplace health, safety and environmental risks associated with open space maintenance, natural resource management, plant and equipment, contractor activities and operational works programs.

VARIATIONS TO POSITION BY EMPLOYER

This Position Description outlines the general nature and level of responsibilities associated with the position and is not intended to be an exhaustive list of duties.

The Position Description may be reviewed and amended from time to time to reflect organisational requirements, following appropriate consultation with the incumbent.

Approved By	Nicola Hyde (People and Culture Manager)
Date	October 2026

Employee Name: Employee Signature: Date:

_____ _____ _____