



## POSITION DESCRIPTION

### Details:

<b>Position Title:</b>	<b>Coastal Operations Officer (IVS)</b>
<b>Reports To:</b>	Team Leader –Infrastructure & Visitor Services
<b>Location:</b>	Barwon Heads
<b>Date Approved:</b>	23 <sup>rd</sup> January 2012

### About the Barwon Coast Committee of Management:

Barwon Coast is a Committee of Management established under the *Crown Land (Reserves) Act, 1978*. The Act provides the Committee with broad powers to manage land reserved for public purposes on behalf of the Crown.

Barwon Coast is responsible for management of the 13 kilometres of coastal Crown land reserves between Collendina and Black Rock. Barwon Coast also manages the Caravan Parks and, the Port of Barwon Heads.

As coastal manager, Barwon Coast provides resources to care, protect and manage the coastal dune systems, public open spaces, and beaches whilst also providing high quality infrastructure to meet the needs of the local community and visitors.

Funds for these roles are generated by the successful operation of the Riverview Family Caravan Park, Ocean Grove; the Barwon Heads Caravan Park, the Riverside Camping Area Ocean Grove, and other commercial activities.

**Our MISSION is to :** *To conserve, present and enhance the natural and developed coastal environs for the enjoyment and use by all.*

### About Coastal Reserves:

The coastal Crown land reserves between Collendina and Blue Rocks that Barwon Coast manages comprises important habitat for many flora and fauna species, and includes coastal areas characterised by sandy beaches, dune systems, cliffs, shore platforms, and an estuary.

Barwon Coast is responsible for constructing and maintaining a large range of public infrastructure and facilities within the coastal reserves, including walking tracks,

toilets, BBQs, playgrounds, car parks, seats, fences, signs, lights etc. These works are funded thru the successful operation of our caravan parks and the occasional project-based grants.

## **POSITION OBJECTIVE**

Coastal Operations Officers are responsible for carrying out a range of defined visitor infrastructure works, operational maintenance, conservation and project works throughout the coastal reserve.

Officers are required to at all times be aware of and take action on matters impacting on public safety, public presentation and the sustainability of our coastal environment.

## **KEY SELECTION CRITERIA**

Demonstrated ability to perform technical and manual processes relevant to the position

An appreciation for the values of the coastal reserves

Previous experience in building or mechanical disciplines

A commitment to enabling the public's enjoyment of the coastal reserves

A capacity to effectively communicate with all employees and the general public.

## **QUALIFICATIONS AND EXPERIENCE:**

Qualifications or skills relevant to the position would be highly regarded

Possession of relevant licences and certificates of competency as required

## ***KEY RESPONSIBILITIES AND DUTIES***

The position will undertake a range of coastal management duties at a level outlined in the Barwon Coast Enterprise Agreement 2010.

Under general supervision implement the coastal reserves annual works program.

The application of skills and experience to maintaining and constructing a range of Visitor Services Infrastructure across Barwon Coast managed land.

The careful application of skills and experience to the conservation of the Coastal Reserves natural features

The consistent and efficient performance of rostered activities including maintenance works such as planting, minor tree maintenance, landscaping, cleaning, building maintenance, mowing, fencing, rubbish management, and other duties as directed.

To assist in maintaining safe work practices and operate within the Barwon Coast Occupational Health and Safety standards and policies.

To provide courteous and accurate information to members of the public upon enquiry.

***CONDITIONS OF APPOINTMENT:***

Detailed in the Barwon Coast Enterprise Agreement 2010 but generally outlined as below.

**Days of Duty** Monday to Friday

**Hours of duty** 38hr week over 5 standard days commencing after 6am & finishing before 6pm

During peak periods the employee is required to be rostered to work weekends and public holidays.

Availability to work outside normal hours and to respond to emergencies

Annual leave to be taken outside of the peak periods

***REMUNERATION:***

The salary package for this position will include -

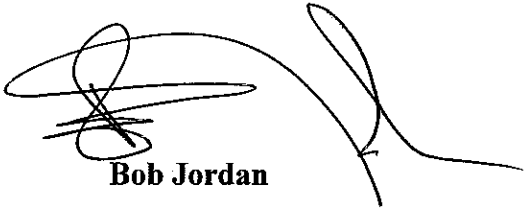
- Cash component at Level 3 – Coastal stream in the Barwon Coast Enterprise Agreement 2010
- Statutory Superannuation
- 4 weeks annual leave.
- Monthly Rostered day off accumulated by working 40hr week.
- Other entitlements as defined in the Barwon Coast Enterprise Agreement

***ORGANISATIONAL RELATIONSHIPS:***

Responsible to Team Leader – Infrastructure & Visitor Services

Internal liaisons  
Manager Coastal Operations  
Team Leader – Natural Resource Management  
Manager Natural Resource Planning  
Caravan Park Managers and Caretakers  
Customer Service Staff

External liaisons  
Coastal Reserve Users; Community at large;  
Contractors; Suppliers, Police and Emergency Services

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

**Bob Jordan**

**General Manager  
Barwon Coast Committee of Management Inc  
C/- Post Office  
Barwon Heads 3217**

**January 2012**