



Position: Works Coordinator – Operations
Date: General Manager – Operations
Remuneration:

POSITION OBJECTIVES

The position reports to the General Manager – Operations.

The Works Coordinator plays a pivotal role in delivering the Authority's on-ground works programs efficiently and effectively. This position ensures projects are completed on time, within budget, and to the highest safety standards, while fostering collaboration with landholders, key stakeholders, and relevant government agencies. Beyond delivery, the role safeguards project quality and ensures outcomes align with the Authority's broader natural resource management objectives.

Acting as a key link between planning and execution, the Works Coordinator supports project design, planning, and implementation, while coordinating contractor activities to meet quality benchmarks and strict OH&S requirements. The role also champions engagement with landholders, stakeholders, addressing works activities and promoting river health outcomes.

KEY RESPONSIBILITIES

- Supervise contractors to ensure works meet technical specifications, timelines, budgets, and comply with the Authority's OH&S policies and procedures.
- Ensure strict OH&S compliance across field operations and contractor activities, applying a risk-based approach and supporting continuous improvement in safety practices.
- Develop and manage project plans in accordance with documented procedures, ensuring effective use of electronic systems and databases (e.g., GIS).
- Communicate with landholders and community members regarding planned works, waterway issues, and related concerns, providing clear information and timely feedback.
- Ensure all projects comply with environmental, quality, procurement, and cultural heritage procedures.
- Accurately record stakeholder interactions and outcomes in the community engagement database.
- Support the General Manager - Operations and team in delivering and coordinating Authority plans and strategies.



- Provide the General Manager – Operations and team with accurate information and advice on compliance matters arising under the Authority’s Waterway By-law.
- Maintain accurate financial commitments and expenditure records within the project financial system.
- Capture completed works data (location, photos, type) promptly for GIS recording.
- Maintain Authority’s plant and equipment in good order.
- Contribute to planning by identifying potential river health issues and supporting project development activities.
- Attend Authority workplaces as required, including offices, depots, worksites, and meetings with landholders.

SPECIALIST KNOWLEDGE AND SKILLS

- Proven experience in contractor management and project coordination, with strong procedural and information management skills.
- Familiarity with heavy equipment and technical design requirements for on-ground works.
- Sound understanding and practical application of OH&S policies and procedures.
- Knowledge of East Gippsland’s catchment areas, natural resource issues, and the role of the Authority and related agencies.
- Understanding of stakeholder and community engagement principles, with the ability to influence regional partners.
- Proficiency in using information management tools and electronic systems (e.g., GIS) for planning, reporting, and data capture.
- Ability to work effectively within a multi-functional team and independently to meet objectives within time and budget constraints.
- Excellent oral and written communication skills, with a positive and proactive approach to engagement.
- 4WD experience.



INTER-PERSONAL SKILLS

- Communicate effectively both written and orally with a wide range of stakeholders including community members, government employees and industry leaders.
- Collaboratively partner with agency staff, Traditional Owners and First Peoples, the community, field staff, contractors or consultants, and landowners to deliver Authority outcomes.

QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary or diploma qualification in Natural Resource Management or equivalent experience (highly desirable).
- Proven experience in project management, including contractor management, procurement, and reporting.
- Demonstrated understanding and practical application of OH&S policies and procedures.

EGCMA VALUES AND BEHAVIOURS

Value	Behaviours
Purpose Driven	We know what we are doing and why We support each other to achieve We work collaboratively and effectively We deliver for our community and partners We are accountable to ourselves and each other We are solutions focussed and open minded
Honesty	We communicate clearly and openly We are transparent Our integrity and impartiality make us trustworthy and reliable It is safe to speak up
Positivity	We value diversity and authenticity We have fun We are all leaders and professionals We are progressive and open to new ideas We are respectful We are inclusive and responsive
Creativity	Our creativity helps us to achieve We are collaborative and value everyone's input and perspective We ask questions and listen We share knowledge We propose solutions We respect that everyone will do things slightly differently



EXTENT OF AUTHORITY

- Management - This position has no direct or indirect employee reports.
- Program Delivery – Supports Managers in program delivery by providing technical, planning and coordination input.
- Financial delegations - As per the Board Instrument of Delegations.
- Occupational, Health and Safety - The Authority operates under the Occupational Health and Safety Act 2004, OH &S Regulations and all relevant Codes of Practice and Compliance Codes.

KEY SELECTION CRITERIA

- Relevant tertiary qualification (or equivalent experience) in Natural Resource Management (highly desirable).
- Demonstrated experience in project management, including contractor selection, coordination, and oversight of technical works programs and machinery operations.
- Sound understanding and practical application of OH&S policies and procedures, with a commitment to risk-based compliance and continuous improvement.
- Strong stakeholder engagement and negotiation skills, with the ability to collaborate effectively with landholders, community groups, contractors, and partner agencies.
- Proven ability to work both independently and as part of a team, taking initiative to achieve outcomes within time and budget constraints.
- Proficiency in technological applications, including Microsoft Office Suite, GIS, GPS, and database management, with a commitment to maintaining accurate project data.
- Current Victorian Driver's Licence, with 4WD experience and towing capability (desirable).

Additional requirements

- You must hold and maintain a Victorian Driver's Licence.
- A satisfactory National Police Check must be provided prior to date of commencement with the Authority.
- A Pre-Employment Health Declaration must be completed prior to commencement with the Authority.
- You must be willing and able to attend your designated workplace as and when required.