

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Coastal Projects Coordinator

Division: Corporate, Heritage and Climate Action

Classification Level: ASO5

Branch/Unit: Green Adelaide

CHRIS Position Number: M21018

Reports to (Title): Team Leader, Coast and Seas

About the Agency – [Department for Environment and Water](#)

About the Role

The Coastal Projects Coordinator contributes to the sustainable management of natural resources in the Green Adelaide region through the provision of high-level advice, support and specialist expertise, and the coordination and management of coast and marine projects and programs in accordance with the Green Adelaide Regional Landscape Plan and Board objectives. The role supports the Green Adelaide Board, refer [Green Adelaide](#)

Key Role Outcomes

- The Board's Regional Landscape Plan Coastal Management focus areas and outcomes are coordinated, implemented and delivered for the conservation and restoration of natural coast and marine environments and improved biodiversity outcomes, including habitats and species of key conservation concern.
- Facilitate partnerships and investment adaptive coast and marine management to implement Coast Action Plan priorities and deliver coastal on-ground works with managers, stakeholders and the community.
- Coastal Conservation Officers, hosted by Local Councils, are empowered, motivated and have appropriate expertise to meet performance goals.
- Coast and Seas projects are coordinated and/or managed and delivered on time, on budget and to a high standard.
- Managers, stakeholders and the community are provided with high level technical advice and support that assists with identification, planning and management of coast and marine biodiversity, habitats, and the mitigation of impacts to coast and marine environments.
- Relationships with stakeholders, coastal managers and the community are proactively managed and maintained to enable constructive discussion, collaboration, partnering and participation in coast and marine conservation and management issues, including cross-regional support and partnerships.
- The work of the Board and its Coast and Seas projects are promoted through a range of media including publications, print media, presentations, workshops and forums.
- Liaise with DEW staff and stakeholders to ensure coordination of regional delivery with crown and conservation lands, Marine Parks, Adelaide Living Beaches and the Adelaide International Bird Sanctuary and the Adelaide Dolphin Sanctuary.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Demonstrated ability to identify, analyse and evaluate complex issues and problems and critically examine the possible causes and identify solutions.
- Demonstrated ability to visualises potential solutions and problems and can discuss their impact on work and team.
- Demonstrated experience in maintaining a sound and current knowledge of the principles of ecosystem-based management, ecologically sustainable development, adaptive management and marine, coastal and estuarine management principles and practices.
- High level of knowledge of marine and coastal conservation and management and application at a regional project planning level.
- Demonstrated knowledge and application of the legislation and issues affecting natural resource management across the Adelaide and Mt Lofty Ranges region, particularly as they relate to marine, coastal, estuarine and environments.
- Experience and in depth knowledge in project management including planning, procuring, risk management, implementing and reviewing projects.
- Demonstrated proficiency in the use of in the use of Microsoft Office Suite including the ability to prepare high-quality reports, briefing papers, presentations, project documentation and data analysis outputs.
- A current Class C driver's licence.

Desirable Criteria

- An appropriate tertiary qualification in natural resource management, environmental science or equivalent is desirable.

Key Relationships / Interactions

- Green Adelaide Coast and Seas team
- Green Adelaide, Manager Landscape Operations
- Local Councils and other coastal land managers
- Green Adelaide teams and relevant DEW / NPWS staff across the Region and Division
- Coastal and Marine Managers and adjacent Landscape Boards
- Other SA Public Sector agencies
- Community and Industry Groups
- General Public

Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies.
- May be required to participate in Biosecurity emergency response.

- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia.
- This position will be located at Waymouth St, Adelaide but may be required to work from another office within the region.
- Some out-of-hours work may be required as part of the position.
- This role has been identified as a:
 Position of trust ☐ Prescribed position ☐ Not applicable ☒

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Thinking and Acting Strategically	• Raises potential options for consideration arising from research analysis.
Achieves Results	• Delivering Effective Outcomes • Assuming Accountability • Making Decisions	• Develops and communicates clear and realistic goals/expected outcomes for projects and tasks. • Works with key stakeholders to problem solve overcoming challenges and facilitating the achievement of outcomes. • Establishes own credibility by demonstrating personal competence and technical expertise. • Ensures decisions taken abide by relevant legislation, regulations and policies.
Drives Business Excellence	• Optimising Performance • Facilitating Quality and Continuous Improvement	• Has a good understanding of team members' skills and strengths and uses this knowledge to achieve tasks effectively. • Monitors and questions the effectiveness of existing practices within the team.
Forges Relationships and Engages Others	• Communicating and Managing Conflict	• Presents technical information verbally and in writing so it can be clearly understood by the audience/reader. • Recognises and deals with conflict well before it advances to a formal level.
Exemplifies Personal Drive and Professionalism	• Modelling Public Sector Values	• Sets an example to others by role modelling professional and ethical behaviour. • Is discreet and maintains confidentiality.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people and act in accordance with the Child Safe Environment Policy and Procedure at all times.

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