



## Position Details

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|------------------------------|-------------------------------|
| <b>Position Title:</b>       | <b>Trader Activation Lead</b> |
| <b>Award Classification:</b> | Band 6                        |
| <b>Department:</b>           | Community Wellbeing           |
| <b>Division:</b>             | Community Services & Culture  |
| <b>Date Approved:</b>        | August 2026                   |
| <b>Approved By:</b>          | Manager Community Wellbeing   |

### Organisational Relationships:

|                               |                                                                                                                                                                         |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reports To:</b>            | Coordinator Festivals and First People's Programs                                                                                                                       |
| <b>Supervises:</b>            | N/A                                                                                                                                                                     |
| <b>Internal Stakeholders:</b> | Council Employees and Managers, Executive Team and Councilors                                                                                                           |
| <b>External Stakeholders:</b> | Local traders, itinerant traders, residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors. |

## Position Objectives

- To engage with local traders for activations produced or permitted by the Arts, Festivals & Events team
- To engage local and itinerant traders for the St Kilda Festival and manage their participation
- To ensure operational compliance of St Kilda Festival trader engagement
- To communicate and document financial implications of St Kilda Festival trader outcomes, including but not limited to permitting process.

### Key Responsibilities and Duties

- Engage local traders for the 2027 St Kilda Festival, including strategy creation, engagement, permitting and licensing and ongoing liaison.

- Manage the engagement of itinerant traders, including overseeing Expressions of Interest (EOI), trader selection and curation, permitting and compliance requirements, and providing ongoing trader liaison and support throughout the planning and delivery phases.
- Trader engagement for key events permitted or produced by the Arts, Festivals & Events team, to encourage and maximise trader benefit
- Assist in providing oversight of on-site vending at the festival, including review of opportunities and procurement of an external provider
- Other activities in support of Arts, Festivals and Events outcomes as directed

### Accountability and Extent of Authority

- Liaison and engagement with key stakeholders, representing the City of Port Phillip according to Council policy and Festival planning
- Frequent supervision with clear objectives provided
- Accountability for accurate information provision and high-quality communication

### Judgement and Decision Making

- Required to make decisions on a day-to-day basis under broad direction with guidance and advice available
- This role is guided by Council policies and strategies, including the Council plan

### Specialist Skills and Knowledge

- Relevant knowledge and understanding of stakeholder engagement and participation as it relates to Council programs
- Customer service and high-level communication skills

### Management Skills

- Ability to manage your time, plan and organise your own work and at an intermediate level.
- This position is required to provide advice and key information regarding business participation, permitting and statutory requirements

### Interpersonal Skills

- High level skills in oral and verbal communication required, including negotiation and facilitation skills
- Advanced written communication skills relevant to providing guidance, permitting and advisory reporting

### Qualifications and Experience

- Academic: Tertiary qualifications in a relevant field
- Experience: Experience in stakeholder management

## Mandatory Requirements

- Working With Children Check required for this position

## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation)
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

## Key Selection Criteria

- Demonstrated experience in stakeholder and community engagement
- Experience in local government or a similar environment
- Excellent communication, problem solving and negotiation skills, both written and oral
- Event management experience, including specific experience in hospitality provision or permitting
- Experience in event management and / or CRM software
- A demonstrated aptitude in monitoring and tracking financial budgets
- Demonstrated experience in customer service and the ability to communicate at all levels

*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*