



Position Details

Position title:	Coordinator Advocacy and Partnerships
Award Classification:	Band 8
Department:	Governance & Performance
Division:	Communications & Governance
Date Approved:	10 June 2026
Approved By:	Manager Communications & Governance

Organisational Relationships:

Reports To:	Manager Communications & Governance
Supervises:	Grants & Partnerships Advisor; Advocacy & Partnerships Advisor
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Other councils, ministerial offices, government departments and agencies, external advisory and partnership groups, elected State and Federal Government representatives, residents, community and business groups, interest and advocacy groups, residents, members of the public, Statutory Authorities, clients, suppliers, consultants and contractors.

Position Objectives

- Lead Council's advocacy, government relations and partnership agenda by developing and delivering an ongoing Advocacy Plan based on the Advocacy Framework, shaping advocacy positions, and supporting the Leadership Network, CEO and Councillors with strategies and materials that progress Council priorities.
- Build and sustain strong relationships and collaborative partnerships across Council, the community, government, regional networks and external organisations to advance shared priorities, facilitate regional participation, and identify innovative partnership opportunities aligned with the Council Plan and strategic objectives.



- Drive grant and investment outcomes while providing effective portfolio leadership by identifying funding opportunities, coordinating high-quality grant-funded initiatives, managing stakeholder engagement and delivery, and overseeing priorities, resources, capability, governance and performance across advocacy, grants and partnership activities.

Key Responsibilities and Duties

- Lead and coordinate Council's advocacy, grants, partnerships and stakeholder engagement activities to deliver strategic outcomes aligned with Council priorities.
- Develop and deliver Council's advocacy agenda by coordinating campaigns, stakeholder engagement, communications and strategic advice to progress organisational and policy priorities.
- Secure and manage external funding opportunities by leading grant development, coordination, compliance and continuous improvement of grant systems and processes.
- Strengthen Council's influence and outcomes by supporting regional memberships, facilitating strategic partnerships and coordinating collaborative opportunities with external stakeholders.
- Build trusted relationships and enable collaboration across Council and external partners to align effort, resolve issues and deliver complex strategic initiatives.
- Provide effective leadership across the portfolio by planning and overseeing work, developing staff and project resources, managing performance and risk, and embedding strong governance and delivery practices.

Accountability and Extent of Authority

- The role is directly accountable to the Manager Communications & Governance and works in cooperation with senior leaders across the organisation.
- The role instructs, coordinates, and supervises a team and, where required, consultants, contractors and project resources undertaking work on portfolio activities to produce agreed deliverables.
- The role is responsible for contributing positively to team cohesion, productivity and culture and for modelling organisational values and expected standards of behaviour.
- The role prepares, manages and reviews project and recurrent budgets for consideration by the Manager and monitors financial performance within delegated authority.
- The role exercises delegated authority in relation to project planning, resource prioritisation, operational decision-making, procurement input, quality assurance and escalation of issues.

Judgement and Decision Making

- High-level strategic thinking, conceptual ability, creative problem solving and vision applied to achieve quality outcomes and community benefit.
- Use judgement to ensure the portfolio of work remains consistent with Division, Executive Leadership Team, and Council priorities.



- Use initiative to identify opportunities to progress Council priorities and support their development and implementation.
- Make decisions and recommendations in a frequently complex environment under broad direction and guidance and within Council policy.
- Perceive and advise on political implications of various decision paths before acting.
- Identify and develop Council advocacy positions across the organisation in response to emerging issues and opportunities.
- Respond sensitively and promptly to community requests, complaints and issues.
- Demonstrate openness to new ideas, innovation and a learning mindset.
- Use judgement and influence to resolve engagement issues and risks to partnerships in a timely manner, escalating where appropriate.
- Balance strategic priorities, operational demands, staff capability, stakeholder expectations and available resources when making management decisions.

Specialist Skills and Knowledge

- Significant experience working in a dynamic, demanding and political environment.
- Demonstrated knowledge and/or experience within government including Federal, State and Local government, and an understanding of their functions and relationship to each other and the community.
- Demonstrated expertise and experience in stakeholder engagement, including applied understanding of effective community consultation and engagement methodologies.
- Significant organisational skills with strong attention to detail.
- Exceptional written and presentation skills, including demonstrated ability to skillfully communicate complex ideas and issues in an appropriate format for the audience.
- Excellent interpersonal, negotiation and persuasion skills, with the ability to use discretion and judgement and communicate with others at all levels in a busy, complex and political environment.
- Demonstrated ability to conduct and present research into a range of regulatory, organisational and social issues.
- Demonstrated capacity to develop and implement innovative solutions and policy positions to achieve advocacy outcomes, and for project, program and service development, in an environment characterised by public scrutiny, political sensitivity and scarce resources.
- Significant computer skills, with an ability to use many different software packages, including Office suite, Adobe and Council systems.
- Knowledge of contemporary management practice, including planning, performance monitoring, coaching, procurement oversight, governance and continuous improvement.

Management Skills

- Flexible and adaptable to changing needs, with the ability to reprioritise and refocus in a fast-paced environment of change or ambiguity.
- Ability to work collaboratively on broader organisational projects, programs and priorities across all levels of management and staff, and with external Council partners.



- Ability to manage own time and work priorities of self and others and meet deadlines while achieving goals and objectives without supervision within delegation boundaries.
- Ability to manage budgeting, grant funding arrangements, resource allocation and financial management responsibilities.
- Ability to lead through influence where direct authority is limited, including coordinating multi-disciplinary teams and balancing competing priorities.
- Ability to facilitate effectiveness through empowering, motivating and developing staff within a work environment that promotes diversity, trust and respect.
- Ability to promote a high-performing team culture through agreed behaviours, personal leadership, coaching, feedback and training.
- Ability to set clear expectations, monitor progress, address performance issues constructively and celebrate success.
- Ability to design and maintain fit-for-purpose management systems, governance practices and reporting routines.

Interpersonal Skills

- High level of communication, stakeholder management and relationship-building skills with an adaptable style to communicate and engage with a diverse range of internal and external stakeholders.
- Effective in working cooperatively with and empowering staff in supporting their needs so they can deliver key Council priorities and gain assistance from key areas within the organisation.
- Ability to persuade and negotiate with both internal and external stakeholders including members of the public, Council officers, members of ELT, Councillors and State government officers, including at a senior level.
- High-level ability to communicate and consult in a socially and politically sensitive environment with a customer-centric approach.
- Ability to demonstrate active listening, generate strategic and analytical thinking in others, and be facilitative and responsive.

Qualifications and Experience

- Demonstrated experience working in a political environment in a local, state and/or federal government context, with a sound understanding of the Victorian and Commonwealth governments, their relationship to each other, and the broader community and political environment.
- Demonstrated ability to provide policy advice at a senior level across a wide range of matters.
- Tertiary qualifications and demonstrated experience in communications, public relations, public policy, project management, management or a closely related field and/or extensive and diverse industry experience.
- Demonstrated experience leading projects, coordinating staff and/or managing consultants, contractors or cross-functional teams in a complex organisational setting.



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

Support Council's business continuity, emergency management and municipal recovery activities when required.

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.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).



Key Selection Criteria

- Demonstrated experience working in a political environment in a Victorian local and/or state government context, with a sound understanding of the Victorian and Commonwealth governments, their relationship to each other, and the broader community and political environment.
- Demonstrated experience in advocacy, government relations and/or grants, including knowledge of government grant processes and experience writing and reviewing grant applications, funding submissions and related materials.
- Demonstrated ability to build positive, collaborative relationships with internal and external stakeholders and to influence outcomes across organisational, government and community settings.
- Excellent written and verbal communication skills, including the ability to analyse and communicate complex information clearly and persuasively to a wide range of audiences.
- Proven ability to think strategically, analyse complex issues, develop creative and practical solutions, and deliver program and project outcomes in a complex and politically sensitive environment.
- Demonstrated leadership and management capability, including the ability to foster a high-performing team culture, manage competing priorities, coordinate resources, and provide effective oversight of projects, staff and/or contractors.

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.