



## Position Details

<b>Position title:</b>	<b>Advocacy and Partnerships Advisor</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	Governance and Organisational Performance
<b>Division:</b>	Governance and Performance
<b>Date Approved:</b>	April 2026
<b>Approved By:</b>	General Manager Governance and Performance

### Organisational Relationships:

<b>Reports To:</b>	Coordinator Advocacy, Grants & Partnership
<b>Supervises:</b>	N/A
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors
<b>External Stakeholders:</b>	Other councils, Ministerial offices, elected State and Federal representatives, government departments and agencies, strategic networks, residents, community and business groups, advocacy groups.

## Position Objectives

- Supports the delivery of Council's advocacy and government relations activity by coordinating engagement opportunities, preparing high quality written materials, maintaining stakeholder and project tracking, that help progress Council Plan priorities and strategic projects - particularly in the lead up to the Victorian Election.
- This role works across the organisation to enable timely, consistent and well-evidenced advocacy actions and reporting.

### Key Responsibilities and Duties

- Assist in the development and delivery of Council's Advocacy Plan for 2025-26 and 2026-27 to support the organisation to achieve key project outcomes identified through Plan for Port Phillip and other strategic and operational documents.



- Help strengthen working relationships between Councils, community, political representatives and other levels of government through planned stakeholder engagement activity and responsive coordination.
- Draft and format advocacy materials such as briefings, talking points, correspondence, meeting records, presentations, fact sheets and event packs that are clear, concise and audience-appropriate. This includes organising and participating in meetings and events where appropriate.
- Assist coordination of Council participation in regional groupings and partnerships (for example Municipal Association of Victoria, M9 and similar), including briefings and follow ups. This includes assisting in developing the Strategic Membership Review.
- Produce content for council's advocacy website and news page.

## Accountability and Extent of Authority

- Works with freedom to act within agreed priorities, policies and agreed approvals to provide specialist advocacy advice and progress advocacy actions that support Council programs and strategic priorities.
- Accountable for advocacy materials and stakeholder coordination activities where the quality and timing of work may have a significant effect on advocacy programs, projects, and Council's public reputation.
- Uses professional judgement to identify and manage advocacy-related stakeholder opportunities and reputational risks, exercising discretion within Council policies and governance frameworks.
- Supports the management of small advocacy-related project budgets and vendor engagements within agreed approvals and procurement frameworks and provides input into advocacy plans and processes where the quality of work may have a significant effect on advocacy outcomes.

## Judgement and Decision Making

- Applies judgement to solve advocacy-related problems, balancing competing priorities and identifying practical ways to progress advocacy actions in line with Council priorities.
- Identifies and analyses a range of options to progress advocacy actions, considering political, stakeholder and reputational impacts before determining recommended approaches.
- Exercises professional judgement in politically sensitive and advocacy-related matters where guidance is not always available, while ensuring decisions remain consistent with Council policies and positions.

## Specialist Skills and Knowledge

- Demonstrated experience applying advocacy, public policy and government relations knowledge in a dynamic and politically sensitive environment to respond to new or emerging issues and opportunities.



- Understanding of Federal, State and Local government systems and how policy, funding and decision-making processes interact with community needs and Council priorities.
- Strong advocacy and stakeholder engagement capability, including assessing stakeholder positions and coordinating engagement activities to inform advocacy approaches and policy input.
- High level written communication skills, with the ability to analyse advocacy and policy issues and convey them clearly to different audiences.
- Strong organisational skills and attention to detail, including tracking actions, deadlines, approvals and information to support effective decision making.
- Sound analytical and investigative research skills, including synthesising information into advocacy briefings, summaries and recommendations that inform policy and advocacy decisions.
- Strong digital capability, including using organisational systems to analyse information, manage advocacy activities and support policy, advice and reporting.

## Management Skills

- Manages own time, priorities and workload to achieve objectives and deliver outcomes to required standards within agreed timeframes, including when priorities compete.
- Re-prioritises work to achieve objectives despite conflicting pressures and changing requirements.
- Works with a degree of autonomy on defined advocacy and project tasks, while keeping the supervising officer informed of progress and operating within agreed governance and reporting arrangements.
- Works collaboratively across teams and organisational levels and supports others to deliver agreed objectives and priorities.

## Interpersonal Skills

- Communicates clearly and professionally with clients and employees across the organisation to gain cooperation and support in delivering broadly defined advocacy and engagement activities.
- Uses effective interpersonal skills to liaise with internal and external stakeholders to discuss and resolve advocacy-related and specialist issues with discretion.
- Demonstrates a customer focused approach by actively listening to internal and external stakeholders and working collaboratively to gain cooperation and assistance in advocacy activities.
- Prepares clear written material, including briefs, reports and advocacy communications, to support engagement, advice and decision-making across the organisation.



## Qualifications and Experience

- A degree or diploma in public policy, public administration, communications, stakeholder engagement or a related discipline, or equivalent relevant experience applying specialist advocacy or policy skills in a complex organisational or government context.
- Relevant experience in advocacy, government relations, stakeholder engagement, policy or communications roles, demonstrating sound depth of experience and the application of specialist skills to support advocacy outcomes and policy input.

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## 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.

## Key Selection Criteria

- Demonstrated experience supporting work in a political environment, ideally in a Victorian local and or state government context, with an understanding of Victorian and Commonwealth government operations.
- Demonstrated experience in advocacy and advisory support, including coordination of stakeholders, schedules and materials.
- Proven ability to build rapport and collaborate with internal and external stakeholders to achieve strategic objectives.
- Excellent written communication skills, including translating complex information for varied audiences.
- Strong planning and problem-solving skills, including the ability to manage competing deadlines and deliver quality outputs.
- Demonstrated commitment to positive team culture, professionalism and continuous improvement.

*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.*