



## Position Details

<b>Position title:</b>	<b>Manager Communication and Governance</b>
<b>Award Classification:</b>	Senior Officer
<b>Department:</b>	Communications and Governance
<b>Division:</b>	Governance and Performance
<b>Date Approved:</b>	10 April 2026
<b>Approved By:</b>	General Manager Governance and Performance
<b>Employees:</b>	43.2 FTE
<b>Operating Budget:</b>	\$3.8M
<b>Financial Delegation:</b>	\$300,000

## Organisational Relationships:

<b>Reports To:</b>	General Manager Governance and Performance
<b>Supervises:</b>	Head of Communications, Head of Community Engagement, Head of Governance and Advocacy, Coordinator Media
<b>Key Internal Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors, Head of Risk and Assurance; Manager Customer Experience.
<b>Key External Stakeholders:</b>	Residents, members of the public, government representatives, Statutory Authorities, media organisations, clients, suppliers, consultants and contractors.

## POSITION SUMMARY

### Position Objectives

To provide strategic and operational leadership for the City of Port Phillip's communications, governance, community engagement, and advocacy functions. This includes:

- Leading organisation-wide approaches to governance, communication, and engagement that support effective decision-making, transparency, public accountability and community trust.
- Drive continuous improvement in communications, governance, engagement and advocacy practices, strengthening quality, consistency and effectiveness across the organisation.
- Identify, manage, and escalate significant portfolio risks, including governance, reputational, and organisational risks arising from emergencies, issues, or disruptions.
- Contribute to broader organisational leadership as member of the Crisis Management Team and the leadership network, role modelling organisational values, and supporting organisational strategy and improvement.



## Key Responsibilities and Duties

- 1. People & Culture Leadership:** Cultivate a high-performing, engaged, and resilient workforce. Ensure clarity in roles, responsibilities, and performance expectations; build team capability; and manage capacity to meet service demands efficiently. Foster a safety-first, inclusive, and accountable culture. As a member of the Leadership Network, contribute to broader organisational leadership and champion a positive, values-driven workplace culture.
- 2. Strategic Communications & Media:** Set and guide Council's organisation-wide approach to communications and media, including oversight of high-risk issues, crisis prevention, response and recovery, and reputational matters. Act as Council's senior communications lead during crises and emergency situations, in collaboration with the General Manager and Executive Leadership Team.
- 3. Governance & Decision-Making Framework:** Provide senior oversight and leadership for governance and decision-making frameworks, including statutory compliance, delegations, Council meetings, and governance integrity. Ensure governance issues and risks are identified, managed and escalated appropriately.
- 4. Executive Advice & Leadership Support:** Provide trusted senior advice to Councillors and the Executive Leadership Team on complex, sensitive and high-risk matters relating to governance, communications, engagement and advocacy.
- 5. Community Engagement:** Lead Council's organisation wide community engagement approach, ensuring engagement activities support informed decision making, policy development and major projects.
- 6. Advocacy and Grants:** Lead Council's strategic advocacy agenda, including the coordination of grant opportunities, funding submissions and award nominations, and coordinate high-level engagement with government and stakeholders in line with Council priorities.
- 7. Strategic Integration:** Ensure communication, engagement, governance and advocacy are well integrated into Council decision making processes and aligned with approved strategies and priorities.
- 8. Risk & Emerging Issues:** Identify and manage significant risks and emerging issues within the role's portfolio, including issues arising during crises or emergency events, escalating matters that may have broader organisational, political or reputational impact.

## Leadership and Management Expectations

- 1. People Leadership:** Lead and inspire a large, multidisciplinary workforce, fostering a safety-first, high-performance culture. Empower staff at all levels through clear direction, professional development, and by promoting accountability and initiative. Champion diversity, inclusion, and teamwork, ensuring staff are motivated and engaged in delivering excellent public service.
- 2. Strategic Vision:** Set and communicate a clear vision that aligns communications, governance, community engagement and advocacy with Council's strategic goals. Anticipate emerging issues, policy changes and community expectations, and guide integrated approaches that strengthen decision-making, transparency, reputation and public trust.
- 3. Collaboration & Influence:** Work collaboratively with Council departments, the Executive Leadership Team and Councillors to support integrated governance, communication and



engagement outcomes. Build trusted relationships and engage with key stakeholders to influence policy and advance Council priorities.

4. **Results & Accountability:** Drive a strong performance culture focused on outcomes and continuous improvement. Set clear KPIs for service quality, financial performance, safety, and sustainability, and rigorously manage to these targets. Use data and evidence to guide decision-making and resource allocation. Hold yourself and your teams accountable for meeting commitments and uphold the highest standards of integrity and compliance.

## Key Selection Criteria

1. **Governance and Integrity:** Demonstrated expertise in leading organisational governance frameworks and statutory obligations relevant to local government, including integrity systems, elections and caretaker provisions, public transparency, and escalation of complex legal, compliance and reputational risks.
2. **Stakeholder Engagement & Communication:** Excellent ability to engage, influence and communicate at a senior level with Executive Leadership Teams, elected representatives, government stakeholders and the community on complex issues.
3. **Advocacy, Partnerships and Grants.** Advanced capability to engage, influence and advise at senior levels, including Councillors, Executive Leadership Team, government agencies, media and community stakeholders. Demonstrated experience working with politicians and candidates from different backgrounds and political affiliations at State and Federal level.
4. **Issues, Media & Crisis Leadership:** Proven experience leading issues management, media relations and crisis communications in a public sector or politically sensitive environment, protecting organisational reputation while maintaining transparency, legislative compliance and community confidence
5. **Strategic & Operational Leadership:** Proven ability to lead complex, high impact functions and align strategic direction with operational delivery in a politically sensitive public sector environment.
6. **People Leadership & Culture:** Demonstrated experience leading senior leaders and multidisciplinary teams, building performance, capability and an inclusive, accountable culture
7. **Governance, Risk & Compliance:** Demonstrated expertise in governance and statutory obligations, with proven experience identifying, managing and escalating complex and high-risk matters, including reputational and compliance risks.
8. **Financial & Contract Management:** Strong capability in executive level budget and contract oversight, resource prioritisation and financial governance to achieve value for money and manage risk.
9. **Qualifications & Sector Experience:** Relevant tertiary qualifications and senior leadership experience in local government or a comparable complex, regulated operating environment.



## ADDITIONAL DETAILS

### Accountability and Extent of Authority

- 1. People and Culture Leadership:** Cultivate an aligned, engaged, and high-performing workforce and a safe and inclusive workplace.
- 2. Governance, Communications & Engagement Leadership:** Lead Council's communications, governance, community engagement and advocacy functions to support effective decision making, transparency, public accountability and community trust.
- 3. Compliance & Risk Management:** Ensure compliance with all relevant laws and regulations. Proactively manage risks, implementing controls and contingency plans.
- 4. Financial Stewardship:** Manage departmental budgets and contracts responsibly, delivering within budget and identifying efficiency improvements. Demonstrate strong financial governance, value-for-money in procurement, and effective contract oversight.
- 5. Service Continuity & Resilience:** Ensure continuity of critical services under all conditions. In the event of disruptions lead swift and effective responses to minimise service downtime and support community recovery, reinforcing the city's resilience.

### Judgement, Decision Making and Financial Responsibility

Exercises independent judgement interpreting legislation and governance frameworks. Makes high-impact decisions on politically sensitive issues affecting reputation and community trust, manages significant budgets, and escalates organisational risks where required.

### Specialist Skills and Knowledge

Expert knowledge of communications, governance, community engagement and advocacy. Understanding of local government governance, statutory frameworks and public accountability. Awareness of reputational risk, crisis communication and political context. Experience with digital engagement tools, contract oversight and risk management.

### Interpersonal Skills

Excellent communication and influencing skills. Strong political acumen and reputational awareness. Effective engagement with Councillors, Executive Leadership Team, government and stakeholders. Ability to manage complex issues, difficult conversations and high-pressure situations.

### Qualifications and Experience

Relevant tertiary qualifications. Extensive senior leadership experience in local government or a complex public sector environment. Experience leading multi-portfolio functions at an enterprise level. Proven executive advisory capability with Councillors and Executives on high-risk and politically sensitive matters.



## 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.
- 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*).

*The 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 can develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*

## Our values

Working Together  
Taking Accountability

Creative & Strategic Thinking  
Courage & Integrity

Personal Growth & Performance  
Community First