



Position Details

Position title:	Film & Development Officer
Award Classification:	Band 6
Department:	City Growth and Culture
Division:	City Growth and Development
Date Approved:	March 2026
Approved By:	Executive Manager, City Growth and Culture

Organisational Relationships:

Reports To:	Senior Events Manager
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team, and Councillors
External Stakeholders:	Residents, members of the public, government agencies and representatives, Statutory Authorities, educational institutions, community groups, local businesses, clients, suppliers, consultants, and Contractors.

Position Objectives

- Responsible for undertaking the application, assessment, approval and permitting for filming in public space, following all relevant regulations, policies, strategies, and guidelines.
- To provide a point of contact for all enquiries regarding outdoor filming within the municipality.
- To provide liaison, advice, approval, and compliance role for filming in public space.
- To build and maintain working relationships with film operators, key internal/external stakeholders, and relevant agencies.
- To support and contribute to the growth of the film and screen industry within the City, and to build the City's reputation as a filming hub.
- Manage and coordinate the Shakespeare Grove Artist Studio including tenancies, enquires and Council liaison.



- To manage the day-to-day functioning of the Shakespeare Grove Artist Studios, including the studio application process and Selection Committee governance.
- To facilitate opportunities to promote Shakespeare Grove Artist Studios to the broader community (e.g. through studio open days and group exhibitions).
- Support and collaborate with other internal teams to leverage the film and screen industry in Port Phillip

Key Responsibilities and Duties

Permitting

- Undertake all requirements for permitting filming in public spaces. Including application assessment, liaison, permitting, site inspections, monitoring, compliance, and invoicing.
- Respond to filming complaints, problem solving and enquiries.

Client and Stakeholder Management

- Provide the primary client liaison/management role and specialised support for film makers, to ensure they understand the requirements for filming in public space and that they abide by all Councils requirements with minimal impact.
- Consult with internal and external stakeholders as required regarding future and current filming applications.
- Build relationships with the film and screen industry and encourage/ attract filming activation in the City.

General

- Assist in development and review of policies and standard operating procedures for film permit management
- Manage application and selection processes for Shakespeare Grove Artist Studio tenants.
- Liaise with Shakespeare Grove Studio artists with all enquiries and be the conduit for other Council departments.
- Maintain all records and data regarding Filming in Port Phillip and Shakespeare Grove Artist Studios
- Maintain administration systems that are efficient and comply with organisational requirements. Ensure information is up to date and accessible.
- Assist with the provision of information internally and externally regarding film permitting and the Shakespeare grove Artist Studios, including Council's website, resident notifications, and Councillor notes.
- Assist with related projects as directed.

Accountability and Extent of Authority

- Responsible for the effective management of film organisers to ensure they film in public space within all council and regulatory requirements. This may include checking filming outside normal weekday hours as required to ensure compliance with all film permit conditions.



- Responsible for the provision of professional advice to internal/external clients and Council as directed or /and in accordance with policies.
- Responsible for undertaking risk management assessments on film activations to identify and address potential issues.
- Responsible for invoicing for film permits and all other administration requirements.
- The incumbent has the authority to carry out activities in accordance with set objectives by Coordinator
- Manage complaints, including initiating and facilitating meetings of parties, in a timely manner to resolve issues/disputes.
- Oversee and be responsible for effective management of the film permitting process and Shakespeare Grove Artist Studios

Judgement and Decision Making

- Required to assess applications and supporting documentation to determine approval of filming in public space.
- Ability to work under limited supervision and use professional knowledge and experience in making decisions.

Specialist Skills and Knowledge

- Demonstrated understanding and extensive experience in filming in public space.
- Experience in providing advice on the delivery and permitting of filming in public space.
- Understanding of the political, social, and legal environment and organisational context of Council.
- Excellent interpersonal skills to act on the behalf of Council in the management of film permitting in public space and as the main Council liaison for the Shakespeare Grove Artist Studios.
- Experience in arts and events, promotion, and communication.
- Project management skills including developing and implementing policy and procedures.
- Sound knowledge and familiarity with budgeting and basic accounting practices.
- A familiarity with film and television industry practice and capacity to understand challenges faced by film makers and artists.
- Proficient in the use of computer software.

Management Skills

- Strong ability to manage own time, problem solve, set priorities, plan, and organise workloads and monitor own performance so as to achieve specific and set objectives in the most efficient way possible with the resources available and within a set timetable.
- Effective negotiation and facilitation skills with internal and external stakeholders.
- A capacity to provide a quality service to residents, traders, and film makers.



Interpersonal Skills

- Ability to work with flexibility in a small team.
- Excellent communication skills and the ability to represent Council in a positive and professional manner.
- Ability to build healthy relationships with film makers, other employees, members of the public and external stakeholders whilst representing Council's interests.
- Ability to draft and issue permits with appropriate conditions and then to manage event organisers to ensure they comply with all required conditions.
- Ability to solve problems via consultation and discussion with groups or individuals.
- Ability to supervise casual staff, volunteers, or work experience students.
- Ability to negotiate with service users whilst adhering to Council's filming policy and procedures.
- Ability to draft reports and prepare external correspondence.
- Ability to respond to last minute changes and requests with professionalism.

Qualifications and Experience

- Relevant diploma or degree qualification and/or demonstrated experience in the arts, film, events, media, or related field.
- An understanding of the film industry and screen culture is preferable.
- Knowledge of occupational health and safety and risk management practices relevant to events and the film and television industries.
- Experience working in a team environment and across an organisation to gain outcomes.
- Experience in the operational procedures of local Government or similar organisation.
- Customer service experience.

Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification.

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*).

Key Selection Criteria

- Excellent communication and negotiation skills when dealing with a wide variety of service users;
- A broad interest in arts, film and festivals and an understanding of the contribution arts practice makes to the cultural vitality of Port Phillip.
- Highly developed analytical and problem-solving skills with a highly positive outlook and ability to deal with pressure.
- A working knowledge of Occupational Health and Safety and risk management issues and their application in arts practice.
- Demonstrated organisational skills, an attention to detail and strong administrative skills.
- Word/Excel/Outlook/Windows at an intermediate level.



- Demonstrated knowledge of the local and wider film and television industries.
- Previous experience working in local government.
- Flexibility to work outside of normal working hours as required

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.