



Position Details

Position title:	Partnerships and Industry Development Lead
Award Classification:	Band 7
Department:	Community Services and Culture
Division:	Community Wellbeing
Date Approved:	January 2026
Approved By:	Manager, Community Services and Culture

Organisational Relationships:

Reports To:	Coordinator Events, Partnerships and Industry Development
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Arts and cultural organisations and peak bodies, reference groups and reference committees, Residents, members of the public, government representatives, Statutory Authorities

Position Objectives

- To maximise the benefit and viability of Council's key arts organisations and cultural partnerships.
- To facilitate relationship building, collaboration, and growth with the creative industries sector in the City of Port Phillip.
- To contribute to and coordinate the implementation of relevant plans, policies and strategies to create an environment where the arts and creative industries can flourish, including relevant sections of the Art and Soul Creative and Prosperous City Strategy.
- To provide professional and strategic advice and support to the Cultural and Economic Department and across Council on matters relevant to the creative industries.

Key Responsibilities and Duties

- Develop and maintain effective networks, relationships, and partnerships with key stakeholders (external and internal, private and public sector, commercial and not-for-profit) to plan and develop new and existing creative enterprises.
- Implement the relevant actions in the Creative and Prosperous City Strategy and any subsequent actions into the future.
- Build relationships with creative enterprises and private landowners for the exploration, development, and delivery of new creative hubs.
- Proactively build and maintain positive and mutually beneficial partnerships with arts organisations, creative industries practitioners, community reference committees and advisory panels.
- Oversee relationships, and funding agreements with Council-owned cultural venues such as Gasworks Arts Inc and Linden New Art.
- Support growth and increased visitation to the City by creating and maintaining creative sector funding agreements and supporting Cultural Development Fund grants.
- Provide advice to the broader Arts, Festivals and Events team regarding available State, Federal and private funding opportunities for Council projects.
- Bring creative industries together to generate opportunities for education, training, market development and promotion in the sector.
- Monitor, analyse, benchmark, identify trends and report on the development of the creative sector in Port Phillip, including its economic, social, and cultural impacts and manage and maintain an up-to-date creative industry database.
- Contribute and provide advice to cross-Council initiatives, projects and working groups.

Accountability and Extent of Authority

- Responsible for providing subject matter expert advice and strategic analysis on the local, State and Commonwealth arts and cultural environment.
- Responsible for the implementation of policy and strategies to address changing and emerging needs in the creative community.
- Responsible for independent resolution of complex issues and management of complex stakeholder relationships.

Judgement and Decision Making

- Application of established skills and experience for problem solving related to relevant projects and deliverables.
- Required to exercise independent judgement and decision making in preparation of advice and solutions related to the key responsibility areas, including problem solving and escalation of any issues.

- This role is guided by Council policies and strategies, including the Creative and Prosperous City Strategy and key funding deeds

Specialist Skills and Knowledge

- Knowledge of national and international practice and trends in relation to creative industries operational requirements, support, development, and infrastructure.
- Demonstrated knowledge of economic and social value measurements and evaluation of outcomes.
- Working knowledge of roles of local government, state government and the private sector in the creative industries context.
- Well-developed skills in strategic planning, creative industries research, and relationship management.
- The ability to work in and understand a political environment.
- The ability to review, negotiate and critically appraise existing policies, procedures and deeds.
- Contract administration and contract management skills.

Management Skills

- High levels of initiative and the ability to work in a self-directed way with minimal supervision.
- Ability to manage 'upward' within an organisation, offering accurate evidence-based advice.
- Ability to prioritise and effectively manage time to meet deadlines particularly during busy, challenging periods

Interpersonal Skills

- Highly developed oral and written communications skills with the ability to liaise with all level of stakeholders in both formal and informal settings
- Proven negotiation, facilitation and influencing skills to build rapport and engage with stakeholders.
- Ability to work collaboratively both inside and outside Council, gaining cooperation from a variety of stakeholders and participants
- Demonstrated ability to work as part of a high-performing, multi-disciplinary team as well as independently.
- Ability to prepare and present documents including Council reports, funding agreements, correspondence to members of the public, briefing papers, responses to correspondence on behalf of senior management and Councillors, responses to discussion papers, funding submissions, policies and strategies and other relevant documents.



Qualifications and Experience

- **Academic:** Relevant tertiary level qualifications or equivalent
- **Experience:** Extensive knowledge and experience in arts, cultural planning and creative industries and demonstrated experience in high quality stakeholder relationship management.

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.

Key Selection Criteria

- Experience in working with creative industries, implementing cultural policy, strategic planning and contract management.
- Experience in working with a high degree of autonomy and demonstrated ability to develop, manage and implement collaborative strategies that grow and support the arts and creative industries in the community.
- Excellent interpersonal, negotiation, relationship management and influencing skills across a range of internal and external stakeholders.
- Intermediate level IT/Computer skills with the ability to present data and information in a range of formats.
- Demonstrated highly developed analytical and lateral thinking skills and ability to exercise initiative and judgement in a complex business and political environment.
- Experience working within a government context, including application of policy, process and statutory procedure.
- High level communication skills, including experience in engagement, liaison, customer service and complaint management
- Ability to multitask, prioritise and manage multiple tasks, projects or demands, and deliver these within set timelines, particularly in times of high pressure

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.