



## Position Details

<b>Position title:</b>	<b>Festivals Administration Lead</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	City Growth & Culture
<b>Division:</b>	City Growth & Development
<b>Date Approved:</b>	September 2024
<b>Approved By:</b>	Executive Manager City Growth & Culture

### Organisational Relationships:

<b>Reports To:</b>	Coordinator Festivals & First Peoples Programs
<b>Supervises:</b>	Festivals Planning Advisor, Temporary and project staff
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors
<b>External Stakeholders:</b>	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

## Position Objectives

- Coordination of general administration for City of Port Phillip festivals, including:
- Administration of all tenders and multi-year contracts
- Contract administration and management of centralised contracts
- Oversight of compliance with internal policies relating to Council processes such as procurement, finance and recruitment
- Administration of income and expenditure for relevant programs, including processing of purchase orders, quotes, and invoices, and ensuring compliance with relevant policy and legislative requirements
- Contract administration for relevant programs, including artists, participants, suppliers, and their associated procurement requirements



- Liaison with festival artists and participants, including administration and communications management
- Coordination of artist payments and contracts across the Arts, Festivals and Events team
- Coordination of centralised administration within the Arts, Festivals and Events team, such as casual staff rosters, scheduling and other projects as they arise

## Key Responsibilities and Duties

- Manage communications and liaise with artists and participants of all festivals and CGC programs, including management of call for entries, contracting, sourcing, and compiling of materials and information, and remuneration
- Administration of all tenders and multi-year contracts within the AFE team
- Oversee and coordinate administration of income and expenditure as required for the AFE team, including raising purchase orders and invoices
- Oversee and coordinate procurement and contracting processes for AFE team, including provision of advice, and required administration
- Provide customer service and manage enquiries relating to Festivals
- Oversee key processes and procedures for the AFE team, including record keeping, recruitment and induction, reporting, and general administration as required

## Accountability and Extent of Authority

- Accountable for management of all Festival contracts and their compliance with Council policies
- Accountable for ensuring that administration of Festivals purchasing is compliant with relevant legislation, regulations, policies, procedures, and other requirements
- Responsible for the provision of timely and accurate information to Arts, Festivals & Events staff to enable purchasing and contracting within required timeframes and policy
- Accountable for providing training and support to team members.

## Judgement and Decision Making

- Ability to identify and solve problems and make decisions guided by relevant legislation, internal policies and procedures, and statutory requirements
- Ability to manage competing demands and stakeholders and prioritise work

## Specialist Skills and Knowledge

- Demonstrated understanding of general local government policies and procedures, including relevant legislation and regulations



- Demonstrated knowledge of policies relating specifically to purchasing, procurement and contract management in a local government or public sector context
- Experience in a wide range of software packages typically used for administration purposes, and ability to adapt to and learn new systems

## Management Skills

- Ability to manage own time, plan, set priorities and organise own work and resources, including, where appropriate, that of other employees so as to achieve specific and set objectives in the most efficient way possible within a set timetable
- Ability to implement relevant policies to Festival procedures
- Confidence and ability to provide advice to team members regarding general processes, including procurement, contracting, remuneration, and personnel practices such as equal opportunity, occupational health and safety and employee's development
- Project management skills, including management of timelines and scheduling
- Plan, arrange and organise work for self and others and supervise others as required.

## Interpersonal Skills

- Highly developed communications skills, with the ability to clearly communicate with a diverse range of stakeholders including festival participants, stakeholders, and the wider community
- Ability to prepare reports and internal and external correspondence, both written and verbal
- Ability to work cooperatively and effectively within a team environment
- Ability to liaise and work with a range of internal departments within the organisation, prioritising cooperation, and collaboration

## Qualifications and Experience

- Degree or diploma in Governance, Business, Events management, or similar discipline, with some relevant experience; or lesser formal qualifications with substantial relevant experience
- Demonstrable experience working within a local government environment highly regarded
- Experience in festivals and events
- Experience in administrative procedures and practices and contract administration
- Experience in high quality customer service provision
- Experience in staff supervision
- High level of computer literacy



## 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

- Degree or diploma in Governance, Business, Events management, or similar discipline with some relevant experience; or lesser formal qualifications with substantial relevant experience
- Experience in the operational procedure of local government or similar organisation, including financial administration
- Experience in contract or tender administration
- Experience of the festivals, events, music, or film industries would be an advantage
- Experience in leading and supervising staff
- Proven application and use of Word/Excel/Outlook/Windows at an intermediate level and ability to learn and adapt to new software packages

*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.*