



Position Details

Position title:	Trader Activation Lead
Award Classification:	Band 6
Department:	City Growth & Culture
Division:	City Growth & Development
Date Approved:	August 2024
Approved By:	Manager City Growth & Culture

Organisational Relationships:

Reports To:	St Kilda Festival Lead
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Local traders, itinerant traders, residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- To engage with local traders for activations produced or permitted by the Arts, Festivals & Events team
- To engage local and itinerant traders for the St Kilda Festival and manage their participation
- To ensure operational compliance of St Kilda Festival trader engagement
- To communicate and document financial implications of St Kilda Festival trader outcomes, including but not limited to permitting process

Key Responsibilities and Duties

- Engage local traders for the 2024 St Kilda Festival, including strategy creation, engagement, permitting and licensing and ongoing liaison



- Engage itinerant traders for the 2024 St Kilda Festival, including recruitment, selection, permitting and ongoing liaison
- Trader engagement for key events permitted or produced by the Arts, Festivals & Events team, to encourage and maximise trader benefit
- Assist in providing oversight of on-site vending at the festival, including review of opportunities and procurement of an external provider
- Other activities in support of Arts, Festivals and Events outcomes as directed

Accountability and Extent of Authority

- Liaison and engagement with key stakeholders, representing the City of Port Phillip according to Council policy and Festival planning
- Frequent supervision with clear objectives provided
- Accountability for accurate information provision and high quality communication

Judgement and Decision Making

- Required to make decisions on a day-to-day basis under broad direction with guidance and advice available
- This role is guided by Council policies and strategies, including the Council plan

Specialist Skills and Knowledge

- Relevant knowledge and understanding of stakeholder engagement and participation as it relates to Council programs
- Customer service and high level communication skills

Management Skills

- Ability to manage own time, plan and organise own work and at an intermediate level.
- This position is required to provide advice and key information regarding business participation, permitting and statutory requirements

Interpersonal Skills

- High level skills in oral and verbal communication required, including negotiation and facilitation skills
- Advanced written communication skills relevant to providing guidance, permitting and advisory reporting

Qualifications and Experience

- Academic: Tertiary qualifications in a relevant field
- Experience: Experience in stakeholder management



Mandatory Requirements

- Working With Children Check required for this position

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

- Demonstrated experience in stakeholder and community engagement
- Experience in local government or a similar environment
- Excellent communication, problem solving and negotiation skills, both written and oral
- Event management experience, including specific experience in hospitality provision or permitting
- Experience in event management and / or CRM software
- A demonstrated aptitude in monitoring and tracking financial budgets
- Demonstrated experience in customer service and the ability to communicate at all levels

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.