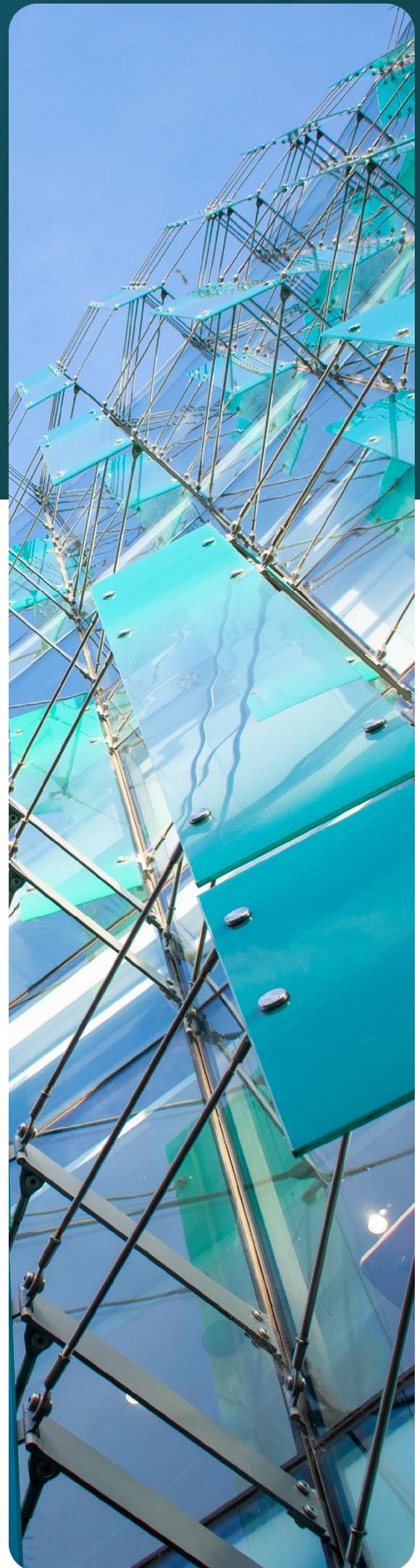


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## **Invercargill City Council – Team Leader Commercial and Partnerships**

Position Description and  
Additional Information

*March 2026*



## Position Description

<b>Position Title:</b>	<b>Team Leader – Commercial and Partnerships</b>
<b>Reports To:</b>	Director – Te Unua Museum of Southland
<b>Responsible For:</b>	2 Direct reports
<b>Group and Team:</b>	Community Spaces and Places – Museum and Heritage Services
<b>Children’s Worker:</b>	No
<b>Delegations and Budget Responsibilities:</b>	As per Delegations Register

### Purpose

To lead the Te Unua Museum of Southland Commercial and Partnerships Team – ensuring the development and delivery of fantastic user experiences (retail, venue, café); diverse and sustainable revenue generation for Te Unua and to uphold strong relationships with community, iwi, government and business stakeholders and partners to deliver an outstanding cultural asset for Southland.

### Key Relationships

#### External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

#### Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

### Our Compass Values and Behaviours

#### Responsibility

**Take ownership of decisions and outcomes, both collectively and individually.**

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

#### Respect

**Everyone is important, as are their views.**

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

#### Above and Beyond

**Take opportunities to go the extra mile.**

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

#### Positivity

**Always look on the bright side of life.**

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

## What You Will Do *(provided as a guide only)*

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### Team Leadership

- Lead, coach and motivate team members, promoting employee engagement with constructive feedback, openness, acknowledgement and trust.
- Encourage a workplace culture of shared ideas, problem solving and mutual support within and across teams that empowers others to achieve results that are responsive, business like, well planned, safe and successful.
- Create a team culture, supported by processes and practice, that views health, safety and wellbeing as a critical element of business as usual.
- Supervise team member performance and ensure the effective delegation of work tasks.
- Work alongside management to ensure that the annual performance development is carried out in accordance with Council's Performance and Remuneration Framework.
- Promptly raise concerns relating to the performance of team members with management so that an appropriate support/development plan can be put in place.
- Alongside management, work within the financial activities and budgets under your control in accordance with Council guidelines, timelines and delegated responsibilities.

### Lead Commercial Activity Delivery

- Lead the development and delivery of commercial activity areas, including retail, café and venue hire
- Explore commercial activity and revenue generation opportunities, create business cases and lead implementation
- Maintain a strong understanding of commercial activities with the wider museum sector.
- Maintain a strong understanding of arts, culture and heritage operations in Southland, along with tourism and related commercial and business offerings fit with Te Unua and potential within this ecosystem.
- Support preparation of contracts and agreements in relation to third party providers, actively manage relationships by ensure clear accountabilities, reporting and feedback.
- Undertake analysis of the commercial activities, and apply a sound understanding of trends and opportunities to drive growth and new opportunities.
- Champion accessible design and delivery principles for Te Unua commercial experiences.

### Lead External Partnership Activity

- Maintain a strong understanding of the arts, culture, heritage and tourism ecosystem locally and nationally – developing and maintaining active relationships and an understanding of regional priorities, trends and opportunities for Te Unua.
- Maintain an active understanding of local, national and international partnership trends for museums.
- Lead and support community, partner and stakeholder engagement for Te Unua
- Work closely with iwi partners, and champion the integration of Te Ao Māori and mana whenua perspectives in Te Unua experiences
- Deepen community participation and pride in the museum
- Build a constituency of support from patrons, benefactors and funding agencies
- Develop an active Friends group to strengthen community commitment
- Plan, manage, coordinate, edit and write proposals, reports and other documents to support the museum's commercial and partnership activities
- Confidently present on the museum with external stakeholders
- Provide advice and support for partnership opportunities that support the development and enhancement of regional heritage collections.

- Champion and lead authentic activities and community partnerships to deliver museum activities.
- Lead the museum's commercial and private philanthropic partnership programme
- Lead and manage fundraising opportunities (including grants), strategies and activities for Te Unua Museum of Southland – both capital and operational.
- Lead identification, oversight, application writing and reporting for external grants and other funding opportunities.

### Support Te Unua project delivery (Commercial and Partnerships focus)

- Maintain a detailed understanding of the overall project.
- Provide high-quality, timely written and verbal advice, information and functional insights and information with throughout the whole lifecycle of the project.
- Lead fundraising and partnership initiatives and activities.
- Support marketing, communications and commercial activities.
- Champion the project with internal teams and external stakeholders.

### Lead Operational Preparedness (Commercial and Partnerships focus)

- Develop operational plans and procedures and lead their implementation.
- Support the development of a bicultural service delivery model for Arts, Culture and Heritage in Invercargill.

### Strategy and Planning

- Lead the planning and implementation of short- and long-term strategic development of Commercial and Partnership delivery areas in line with community and LTP requirements.
- Support planning of the overall experience programme with consideration and sound understanding of the museum vision, strategy and values and the operating environment, including audience demographics, seasonal considerations, balance of programme, budget, partnerships, risk, regional context and opportunities within international/national and local initiatives i.e. significant anniversaries and important events.
- Build capacity to plan and operate the museum, including workforce planning, recruitment and management for the Commercial and Partnerships team.
- Lead the development of operational planning requirements, focusing on Commercial and Partnership activity and delivery areas.
- Ensure the Director is aware of significant issues and assistance is provided to formulate policy.

**Note:** Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

## What You Will Bring

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The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

### Education and Qualifications

**Essential:**

Tertiary qualification in the Arts, Social Sciences, Business, Management or a related field of study

New Zealand Drivers Licence

**Desirable:**

Tertiary qualification in Museum Studies

### Knowledge, Skills and Experience

**Essential:**

7 years' experience working in the not-for-profit sector

Demonstrated interest and understanding of the role and work of the arts, culture and heritage sector, specifically museums

Sound understanding of bicultural and multicultural aspects of our community, including a demonstrable awareness and commitment to the principles of Te Tiriti o Waitangi in relation to this role

Demonstrated experience and ability to work effectively and in partnership with mana whenua in a museum context

Demonstrated capability to drive and identify new funding opportunities

Demonstrated success in undertaking fundraising activities, including grant writing and reporting

Demonstrated experience working in at least one of the following commercial activity areas: retail, events management, venue management, food and beverage

Strong people leadership, management and team-working skills, demonstrating and encouraging positive approaches while able to work independently and under pressure to meet tight deadlines calmly and effectively

Proven ability to building and maintain relationships with stakeholders, contractors, communities and partners

Demonstrable planning, resourcing, and prioritisation skills, with excellent attention to detail.

An ability to work independently and to demonstrate creativity, flexibility and initiative

Strong written and verbal communication skills including a high standard of written English, excellent presentation skills and demonstrated success in business, proposals and report writing

Knowledge and practical application of current NZ Health and Safety practice

Ability to demonstrate a good understanding of the public role of the museum and that all work is ultimately focused on benefitting our communities

**Desirable:**

Experience working in a public museum, art gallery or heritage organisation

Experience with retail stock control systems, merchandising or online retailing

Experience establishing and managing membership programmes

Team management experience, including planning, recruitment, professional development

Active networks across the arts, culture and heritage, tourism and or charitable sector in Southland, New Zealand and abroad

Competency in te reo and tikanga Māori

An understanding of Intellectual Property and Copyright Law

## Agreement

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### Employee

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Name

Sign

Date

### Manager

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Name

Sign

Date

**Note:** From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

## **What We All Do**

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### **Customer Commitment**

Treat customers with respect – taking the time to listen, learn and understand.  
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.  
Acknowledge problems and complaints, identifying and promptly acting on solutions.

### **Continuous Improvement**

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.  
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

### **Health, Safety and Well-being**

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.  
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

### **Civil Defence Emergency Management**

Assist Council in preparing for and responding to an emergency.  
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

### **Other Duties**

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.

## Our process



### **OUTREACH AND ADVERTISING** | Applications close 2 April 2026

Potential candidates identified through targeted search; applications reviewed and responded to.



### **APPLICANT SCREENING** | Early April

Initial screening of applications as they are received. This may include a discussion with candidates about their motivations for applying. We aim to run a timely and efficient process.



### **SELECTING AND SHORTLISTING** | Mid June

Once the role has closed our team will present the most qualified candidates to the client. Within this period, all applicants will receive notification of the status of their application.



### **CANDIDATE INTERVIEWS** | Mid April

Decipher Group prioritises a robust and consistent interview framework, based on a behavioural and competency-based assessment. Candidates will be advised of the interview structure and who will be present on the panel. All interviewed candidates will receive prompt feedback and will be advised of next steps once we have debriefed with the interview panel.



### **VETTING AND DUE DILIGENCE** | End April

We conduct thorough background checks and referencing to further assess competencies of preferred candidate/s. Decipher Group utilises a third-party provider for pre-employment and probity checks such as criminal history, qualification, employment history and bankruptcy. Our team will notify you in advance prior to us contacting your referees. Throughout the entire process, candidate confidentiality and privacy remain an absolute priority.



### **DECISION AND ONBOARDING** | Early May

Following a rigorous evaluation, a conditional offer of employment will be made, subject to the completion of the above stage. Our team will communicate regularly with both the client and the successful candidate during this period. At the conclusion of the recruitment process, all remaining candidates will be notified, with the opportunity for feedback.

## Team Leader – Commercial and Partnerships

- Dynamic role in new Museum Leadership Team
- Commercial, Community & Fundraising focus
- Make an impact & create your own team in an exciting new role

## About Invercargill City Council & Te Unua Museum

Invercargill City Council is on an exciting journey to deliver services that are customer centric, innovative and forward thinking. Currently under construction, the new Te Unua Museum of Southland is due to open in 2027 and we are seeking a Team Leader of Commercial & Partnerships, to take responsibility for the generation of revenue. Key components of this role include the leadership of a small team delivering venue, retail and hospitality revenue streams together with fundraising, donation and sponsorship partnerships, as part of the wider strategic commercial strategy for this new facility. Imperative will be the ability to lead commercial activity while upholding strong relationships with community, iwi, government, business partners and stakeholders.

## About the Role | Leadership, relationships, revenue growth

Reporting to the Director of Te Unua, and part of the leadership team, the overall purpose of this role is to lead a small team to support an exceptional visitor experience by leading high quality and sustainable revenue generation streams for Te Unua.

This is a people focused leadership role where you will have the ability to create your own newly established team. With a strong understanding of the wider arts, culture, heritage and tourism ecosystem both locally and nationally, you will become an integral part of the community, leading fundraising and commercial activity, developing active relationships with external partners, and bring a strategic focus to revenue generation.

A key focus will also be on leading a motivated and energised team, creating a culture focused on going the extra mile to deliver an outstanding community experience.

## About you | Leadership, relationships, revenue growth

To be successful in this role you will need to have proven experience in a management role, where creating a positive team culture and driving revenue growth was at the core. Experience working in the wider arts, culture or heritage sectors would be an advantage as would experience in a not for profit or community focused organisation. Tertiary qualifications in an arts, social science, or business related discipline is also ideal.

Imperative is the proven ability to lead teams and partner with diverse groups of community stakeholders along with a strong commercial acumen.

If you are ready to be a key member of the leadership team of Te Unua Museum of Southland, with passion and excitement and have the attributes we are seeking, then we would love to hear from you.

## How to apply

To discover more about Te Unua Museum of Southland, visit <https://www.teunua.nz/>

For a confidential discussion about the role; contact Deb Vaughan on either M: 022 850 0188 or E: [deb@deciphergroup.co.nz](mailto:deb@deciphergroup.co.nz)

Applications close: Thursday 2nd April

Please do not email us your CV and Cover Letter.  
Please use the *Apply Now* link on our website.



**Deb Vaughan**  
Senior Business Partner  
Decipher Group

*People-connector*  
*Creative*  
*Experienced*  
*Authentic*

**decipher**

## Our Diversity, Equity and Inclusion Statement

Decipher Group care deeply about helping individuals achieve their full potential and supporting organisations to thrive by working toward a more progressive future.

Fostering a culture of inclusion and belonging that truly values individual differences, backgrounds, and perspectives ignites creativity and new ideas – and this is part of what makes our team exceptional. For us, progress is the only goal worth benchmarking.

**deciphər**

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