

## Position Description – Senior Project Coordinator, Capital Projects



### About Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, Arts Centre Melbourne presents world-class performing arts in a year round exciting program. Experience Australia's best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.

Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Community, Care More and Creativity.

### About the Business Unit

Facilities Management Services is responsible for the strategic planning and effective operational management of Arts Centre Melbourne's services, buildings and precinct in delivering services to our customers and stakeholders.

The business unit is comprised of five functional areas: maintenance services, engineering services, capital projects, security services and health, safety & environmental services.

### About the Position

**Primary Purpose**

Working under the direction of the Manager, Capital Projects, the primary purpose of this role is to deliver various facility improvement projects (with individual values of \$20k - \$500k and a cumulative total of \$1.0m (per annum) ensuring they are delivered with an appropriate balance of time, cost, scope and to high quality standards and stakeholder satisfaction.

A key focus of the position is to deliver projects which require a high level of technical understanding or, construction skills or, the design and delivery of interior design related works.

**Reports to** Manager, Capital Projects

**Direct Reports** None

**Key Relationships**

**Internal** - Facilities Management Services, Project Managers, Information Technology Services, Production, Presenter Services, F&B, Reimaging project team and business units affected by projects

**External** - Consultants, contractors, regulatory authorities and presenters

**Position Type** Full Time - ongoing

**Salary Classification** Band 3.3

**Financial Delegation** As per Financial Delegation Policy

Key Criteria	
Qualifications	Relevant professional experience in the delivery of technical, construction or design related services.
Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Knowledge of statutory requirements and regulations, in particular the application of OH&amp;S procedures, the Building Code of Australia, DDA compliance and Environmental Protection standards</li> <li>• Experience in the interpretation of legislative regulations and procedural guidelines</li> <li>• Experience in construction principles and building services</li> <li>• Experience in scoping, developing and implementing a broad range of facility improvement and renewal projects in a complex environment</li> <li>• Experience in the modification of interior and exterior facilities, fittings, structure and services; plant and technical equipment upgrades</li> <li>• Experience in delivering projects in a customer focussed environment</li> <li>• Ability to work under strict deadlines and high-pressure environments with a high degree of customer service</li> <li>• Ability to exercise judgement in selecting choices within guidelines</li> <li>• Exemplary written and verbal communications skills with both technical and non-technical stakeholders</li> <li>• Proven track record of developing constructive relationships by effectively managing the competing demands of diverse stakeholders, interest groups and issues</li> <li>• Sound foundational knowledge of financial management, reporting and data management</li> <li>• Experience managing, developing and maintaining budgets</li> <li>• Experience in identifying and managing all aspects of project risk</li> <li>• Sound judgement and decision making skills</li> <li>• Exceptional organisation and time management skills</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in project management</li> <li>• Experience or exposure in delivering projects within a technical environment including IT infrastructure, communications, theatrical or the wider entertainment industry</li> <li>• Preparing and updating drawings in AutoCAD</li> <li>• Knowledge of current best practice Asset Management accountabilities</li> <li>• Knowledge of, and ability to work with Heritage Victoria, Heritage Australia (or related authorities)</li> <li>• Knowledge of cultural change, change management and community management</li> </ul>
Other (i.e. legal or physical)	<ul style="list-style-type: none"> <li>• Ability to deliver complex projects in a 'live' working environment which may operate out of normal work hours during evenings or weekends</li> <li>• General office work with a strong emphasis on computer usage and site work including outdoor locations</li> <li>• May be required to walk distances of up to 2-3 km's , carry light equipment, and work at height</li> </ul>

## Accountabilities

- Under the support and direction of the Manager, Capital Projects, and/or the Project Mangers, Capital Projects, manage projects to deliver project outcomes in with line agreed milestones and timeframes, to budget, to quality standards with minimal disruption whilst ensuring all relevant legislative and regulatory requirements are met.
- Provide sound advice and recommendation, managing various facility improvement projects through all stages from planning, development, implementation, monitoring, evaluation and reporting.
- Ensure that projects are thoroughly scoped, tendered and procurement processes are compliant with policy and government guidelines.
- Report and monitor progress of key project milestones and budget expenditure to ensure effective and efficient utilisation of resources.
- Maintain accurate reports of expenditure against budget and identify any potential shortfalls or surpluses.
- Coordinate all project related communications through dissemination of project information to key stakeholders as required and provide accurate reporting of financial and non-financial information.
- To resolve issues or escalate issues regarding changing expectations and balancing complex and competing priorities relating to their specific areas.
- Determine the most appropriate course of action which may be challenged by changing expectations and complex competing priorities requiring the exercise of judgement, insight and initiative.
- Coordinate any project risks appropriately, organise, prioritise, escalate or resolve competing and complex issues.
- Ensure Arts Centre Melbourne's Risk Management Strategic Framework and Procedures are observed and complied with at all times.
- Arrange logistics for meetings and other project related activities including administration support: preparation of agendas, meeting minutes and other relevant materials.
- Build effective relationships with key internal teams (e.g. Information Technology, Production, F&B) and external teams to build consensus
- Deliver all relevant project information in the correct format for inclusion into ACM's Asset Management System.
- Optimise and improve processes where necessary.
- Contribute collaboratively with the broader Arts Centre Melbourne team and The Role You Play.
- Ensure Arts Centre Melbourne's Occupational Health & Safety Policy and Procedures are observed and complied with at all times.
- Contribute to the improvement of safety performance at Arts Centre Melbourne.

## Decision Making

- Under the direction of the Manager, Capital Projects, and/or other Project Managers the incumbent will be required to make daily project decisions that allow projects to be successful.
- A high level of delegation and operating autonomy is required and the ability to make tactical decisions within the scope of projects.