



Logistics Manager

Position Description

The Pillar

The Melbourne Arts Precinct Transformation project represents one of the largest investments in cultural infrastructure in Australia and is a significant contributor to the life of the city. A major component of the MAPT project is Reimagining Arts Centre Melbourne, a once-in-a-generation project that will renew the Theatres Building and create a new performing arts facility at 1 City Road.

The Reimagining business unit leads the planning, direction and management of Arts Centre Melbourne's contribution to the MAPT project. It leads a diverse and engaged stakeholder group to help realise strategic objectives of Arts Centre Melbourne. The Unit has a strong background in project management knowledge areas as well as deep connections across all areas of the business and wider stakeholder base.

The Role

This position will manage the project logistics and interface between Arts Centre Melbourne operations and the construction team, building and maintaining strong relationships to ensure both activities meet agreed targets and milestones, and stakeholders remain engaged and committed to successful delivery of the project.

Leads, motivates and inspires a high performing Redevelopment team to deliver on Arts Centre Melbourne's strategic goals and functional tasks.

Type	Full Time, maximum term (2 years)
Reports to	Director, Reimagining
Direct Reports	Logistics & Documentation Coordinators
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 5.2
Key Relationships	<i>Internal:</i> Executive Team, Leadership Team and all ACM business units. <i>External:</i> Construction Team, Development Victoria, NGV, Creative Victoria, City of Melbourne, Major Presenters & Hirers, other precinct stakeholders, community stakeholders, other industry stakeholders, Heritage Victoria, OVGA, State Government and other regulatory authorities, external consultants
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	SGA Employee under the ACM Enterprise Agreement 2018 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	February 2021

KEY CRITERIA

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

Your qualifications and experience

- Tertiary qualification in one or more of the following disciplines: Construction management, Project Management, Engineering or Architecture and/or extensive experience in building operations.

Your skills and attributes

Essential

- Excellent interpersonal and communication skills with the ability to build positive, consultative relationships with a range of internal and external stakeholders.
- Demonstrated team building and collaboration skills, particularly with project and/or operational teams of high performing professional staff, including external parties, on-site Managers, Superintendents and Project Managers.
- Demonstrates results orientated focus and achieving project objectives.
- Experience in learning and teaching to ensure success of a high performing team.
- Developing solutions with appropriate levels of innovation and creativity.
- Liaising with construction teams in complex environments.
- Experience in a complex logistics, coordination and/ or rostering environment.
- Excellent written communication skills and experience in the preparation of reports, data collection, correspondence and contract documents and contract management.
- Experience managing team members and their workload, while managing the task at hand and deadlines.
- Personalised approach with the ability to anticipate the needs of the project management team, and the wider ACM team.
- Proven negotiation skills to achieve “win-win” outcomes for all parties while working well under pressure.
- Determination to deliver high level major projects in a pressured environment, with the ability to manage multiple objectives and competing deadlines.
- Experience in delivering major projects in a public facing, live operating environment, with competing demands and stakeholder complexity.
- Ensure all activities are conducted safely and in accordance with Industry and safety procedures and processes.
- Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.

Desirable

- Working knowledge of a performing arts, cultural or entertainment complex, with experience in some aspect of related renewal (e.g. theatre technical systems, public realm, foyer spaces, auditorium fit-out and engineering services).
- Managing the teams project management documentation.
- Experience in a project management office.
- Experience working in an operating building with concurrent construction on site.
- Working with other team members to ensure clear and ongoing communications with stakeholders, broader project teams and construction teams.
- Experience using Microsoft and Aconex.

In the role you will

Accountabilities

People Leadership

- Being a senior team leader, role model the ACM values including the Role You Play and business excellence.
- Build and foster the Team, both direct and indirect members, in terms of motivation, trust, enablement, culture and achieving deliverables
- Support the Project Director and peers to ensure team success.

Stakeholder Management

- Manage the communication flows between ACM operations, stakeholders, and the public and construction team to ensure communications are effective and coordinated.
- Ensure response times for deliverables and objectives are met and coordinated with Project Partners.
- Ensure all team members build effective and collaborative relationships with key internal and external stakeholders
- Manage and collaborate with large and diverse internal and external teams to ensure project and operating parameters are clearly articulated and understood.
- Act as the first point of escalation of project interface issues and escalate to the Associate Director or Project Director in a timely manner.
- Develop and maintain close relationships with the construction team, Development Victoria, Creative Victoria and the NGV and champion ACM's role in the Melbourne Arts Precinct Redevelopment.
- Be the primary contact between the construction team and ACM operations to ensure both activities operate smoothly within a construction and live environment.

Project Scoping and Delivery

- Under the direction of the Director, Reimagining, manage project disruption activities, construction team interface, documentation and decant planning through all stages from planning, development, implementation, monitoring, evaluation and reporting.
- Be the key point of contact for key enabling works including designated early works, decant planning and temporary operations planning for ACM operations.
- Contribute to all meetings during the design and construction phases of the project, advocating for ACM objectives.
- Manage the development detailed disruption plans for ACM including temporary operations and relocations
- Responsible representative for ACM for meetings with the builder and Development Victoria
- Manage the day-to-day interface between ACM operations and the construction team
- Facilitate the final stages of each reopened area of the building for a smooth transition
- Management and maintenance of deliveries, containers, safety equipment, lifting equipment, power tools and PPE ensuring valid certification where required
- Update and maintain required registers
- Ensuring relevant break-down maintenance is conducted within contract set time limits and to safety and quality standards, fault finding and trouble shooting.
- Manage the development and distribution of project reporting as required for the organisation.
- Ensure Arts Centre Melbourne's Risk Management Strategic Framework and Procedures are observed and complied with at all times
- Optimise and improve processes where necessary
- Review relevant project documentation to ensure ACM operations remains viable and operable.
- Management of the transition from construction to operations and maintenance.

Due Diligence

- Ensure there is a robust value and sustainable financial management framework for the project.
- Ensure the risk management framework and application that delivers significant benefit for ACM and the project, recognising their interrelatedness and dependency.
- Manage project documentation control, warranties and defects.

Decision making:

- This role will support the Project Director at Construction Delivery Group level and assist with providing project direction.
- This role will make key recommendations to organisation and project decision making bodies for their consideration and approval.
- This position manages stakeholder relationships, provide advice and prepare policies and procedures to achieve sustainable outcomes.



- Solicit and, review contributions from a diverse range of technical specialists and stakeholders in order to provide advice with far-reaching implications.

Working environment/physical requirements:

- May be required to walk distances of up to 3-5 km's and lift light equipment. Some out of hours work and travel (domestic and international) may be required.
- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- Potentially work in an underground office environment.
- Be required to be on site/attend events outside work hours from time to time.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.

You demonstrate our values

- **Leadership** – courage and conviction.
- **Creativity** – a boundless imagination.
- **Care More** – a place for everybody.
- **Community** – working together.