



## Project Manager – Rostering System Implementation Specialist

### Position Description

#### About Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, the 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, Creativity, Inspiration, Inclusivity and Integrity.

#### Human Resources Pillar & Project Management Office

At Arts Centre Melbourne it is known that people are the centre of our creativity and capability. The delivery of our strategy depends on attracting the best possible team and collaborators.

The HR team works to ensure we have the right people at the right time, working at capacity to deliver great outcomes for Arts Centre Melbourne and the community. These outcomes are possible because managers and their teams have the support they need to be successful in their roles and find that working at Arts Centre Melbourne is a great experience.

#### The Role

This position will define the end-to-end project plan and lead the project team to deliver the "Rostering" project for Arts Centre Melbourne.

#### Background:

ACM has a large cohort of staff across its Production, Customer Experience and Food and Beverage teams that are on rostered work. ACM is currently undertaking a project to implement digital rostering (Tambla) and time and attendance solutions (ETivity), integrated into its payroll system (Chris21).

A first phase of this project is nearing completion, with the majority of the discovery work having been undertaken. ACM now needs an experience and specialised project manager to:

- a. developing in detail the Phase 2 project plan for implementing the systems across all areas of ACM and
- b. project managing the implementation of this plan.

Type	Fixed Term 12 month Full Time Contract
Reports to	Executive Director Human Resources Matrix Reporting to Director Risk (PMO Lead)
Direct Reports	Nil
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> Key suppliers include Time and Attendance system, Rostering System and HRIS.
Delegation	Financial and people delegations as per current policy.

<b>Location</b>	Working from home initially.
<b>Other</b>	Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
<b>Last Reviewed</b>	September 2020

## 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

- Formal qualifications in project management, and significant experience managing large-scale projects, in a similar environment.
- Formal qualifications in HR or Payroll would be highly desirable.

### Your skills and attributes

- Proven experience in implementing time and attendance/ payroll systems implementations across complex enterprise agreement environments.
- Proven experience to execute the implementation plan for major projects that involve a large number of stakeholders.
- Excellent leadership and management skills, particularly within project teams and operational teams of high performing professional staff, including external parties such as consultants.
- Exceptional communications skills and experience successfully delivering complex programmes of work across multiple, diverse stakeholder groups, both internal and external to the organisation.
- Strong interpersonal, negotiation and influencing skills, superior written and oral communication skills.
- Demonstrated skills and experience in managing projects to budget, time and scope.
- Strong analytical ability, particularly in complex operating environments with multiple stakeholders.
- Excellent business and commercial acumen, particularly in a project environment.
- Knowledge of and demonstrated ability to interpret and apply enterprise agreements to time and attendance and payroll environments.

### In the role you will

#### Accountabilities:

#### *Project Planning*

- Establish an end-to end project plan, with timelines, costings and contingencies for the remaining implementation of the “Rostering Project”.

#### *Project Management*

- Throughout the project, ensure all project disciplines and activities around budget, time, scope and risk are managed to the required standard.
- Provide regular project reporting as per ACM’s Project Management Framework.

- Manage the indirect Project Team, in terms of deliverables, motivation, enablement and culture.
- Lead suppliers for effective delivery of projects including their scope definition and remit. Lead a significant team of external advisers on appropriate direction, applying business acumen to summarise, satisfying Executive and Trust requirements.
- Ensure compliance with all ACM policies and procedures.
- Role model business excellence and the ACM values including the Role You Play.

#### *Stakeholders*

- Work closely with the Director, Associate Director Human Resources and Director Finance to manage the effective integration of the project deliverables.
- Establish stakeholder engagement and change management plans for successful consultation and implementation of the rostering systems and practices in areas of the organisation with rostered teams.

#### **.Decision making:**

- Whilst the role will be reporting functionally to the Executive Director Human Resources, it will under the under supervision of the PMO Lead.
- Operate autonomously, make decisions and resolve issues to achieve the accountabilities.
- Under direction from the Executive Team, is required to operate autonomously and make tactical decisions under pressure to achieve accountabilities.
- Be required to balance the often competing enquiries and immediate demands of internal and external stakeholders.
- Be required to represent Arts Centre Melbourne in managing relationships with presenters and customers.
- Expected to provide sound advice and recommendations to management and peers.

#### **Systems:**

- Use MS suite of tool, MS Teams

#### **Working environment/physical requirements:**

- Due to the current COVID environment, this role will be required to work remotely at least initially.
- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- Undertake general office work with a strong emphasis on the use of computers and digital technology.
- 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.