Position Description – IT Coordinator

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, Integrity.

About the Business Unit
The IT team is responsible for enabling Arts Centre Melbourne through Services and Technology. It collaborates with all other business units including external presenters and customers to deliver assistance and advice in a flexible, transparent and innovative manner. The IT Services team consists of three distinct areas; Plan, Build and Run. The Plan team provides service level, project and account management services to the organisation. The build area is responsible for providing cost effective and robust solutions, while the run team delivers service support and operational duties within a 24x7 environment.

About the Position	
Primary Purpose	Provide administration support service services including purchasing, invoicing and vendor management that meets IT Services operational requirements.
Reports to	IT Director
Direct Reports	None
Key Relationships	**Internal** All Arts Centre Melbourne departments and users **External** Third Party Vendors and IT Service suppliers
Position Type	3 days a week
Salary Classification	Band 2.1
Financial Delegation	$0

Key Criteria	
Qualifications	Relevant tertiary degree or equivalent professional qualification in Information Technology or related discipline desirable
Experience	- Experience with common desktop applications (e.g. Microsoft and Adobe applications) - Good written and oral communication skills - Strong organisational skills - Experience working within an IT team would be desirable - Experience working with Accounts payable system (Ungerboeck) is desirable
Other (ie legal or physical)	This position involves primarily sitting at a workstation, operating a computer with the occasional need to lift and carry small office items.

Accountabilities

- Provide administration services across IT services to effectively coordinate the operational needs of an IT team
- Prepare documentation for IT leases and hardware asset purchases
- Administer IT invoicing
- Create and maintain Purchase Orders within Ungerboeck
- Maintain IT vendor relationships including contracts register.
- Contribute to IT Knowledgebase regarding IT administration
- Actively contribute towards the success of the IT Services Team
- Maintain Asset Register containing hardware, software and licenses as required
- OH & S Compliance

Decision Making

A low degree of operating autonomy is required and the incumbent is expected to provide good coordination of tasks relating to IT Services administration and related processes.