



Administrator, Secretariat and Governance

Role Description

The Business Unit

There are four pillars within Arts Centre Melbourne - Operations, Development and Customer Experience, Performing Arts and People and Strategy. This position is within the Operations pillar and will actively work across all areas of Arts Centre Melbourne.

The Operations pillar group falls under the direction of the CFO and COO and includes Finance, IT, Legal and Governance, Risk and Compliance, and Facilities.

This role sits specifically within the Legal and Governance team and supports the administration of the Secretariat and Governance functions of the team. This role also works collaboratively with members of the Risk and Compliance team as required to effectively discharge the responsibilities of the role.

The Role

The primary purpose of this role is to contribute to the administration of Secretariat and Governance function within Arts Centre Melbourne. It is a great opportunity for a person with a passion for the performing arts to learn the business at one of Australia's foremost arts venues.

Type	Part Time
Reports to	General Counsel
Direct Reports	n/a
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 3.1
Key Relationships	<p><i>Internal:</i> General Counsel, other members of the Legal and Governance team, members of the Risk and Compliance team, Executive Assistants, Chief Financial Officer, Chief Executive Officer and overall ACM Team as required.</p> <p><i>External:</i> Trustees, Executive Assistants to the ACM Trustees, Internal Auditors, other external suppliers to ACM as required</p>
Delegation	Financial and people delegations as per current policy
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	<p>SGA Employee under the ACM Enterprise Agreement 2018</p> <p>Satisfactory completion of a National Police Check required</p> <p>You will hold valid working rights in Australia (subject to verification)</p>

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

Relevant tertiary qualification with subsequent relevant work experience in administrative or governance support or an equivalent combination of education, training and /or experience.

Your skills and attributes

Essential

- Experience providing governance secretarial/administration support
- Proven experience managing tasks and activities against key dates, with the ability to exercise judgement around prioritisation
- Demonstrated experience in the design, interpretation and application of efficient and effective administrative policies and procedures with the provision of follow up advice to a wide range of stakeholders
- Demonstrated ability to autonomously manage varied and conflicting demands to agreed standards and timelines, using a pro-active attitude with minimum guidance
- Ability to build relationships with a wide range of people both inside and outside the organisation
- High level verbal and written communication skills including experience developing a range of reports and correspondence
- Ability to exercise initiative, discretion and maintain a high level of confidentiality
- Advanced knowledge and use of the Microsoft Office suite of programs, particularly Outlook, Word and PowerPoint

Desirable

- High level proficiency in Microsoft Office
- Experience working with Diligent or other Board portal systems
- Experience working within Government/public sector and knowledge of government processes

In the role you will

Accountabilities:

Administration support to the secretariat and governance function:

- Assist in the annual planning of key Secretariat and Governance dates
- Managing the calendar of key Secretariat and Governance dates
- Managing the schedule of reports for meetings including advance communication with report owners to ensure the timely preparation and submission of papers
- Managing meeting set up requirements including room bookings and catering requirements
- Following up the submission of board and committee papers with relevant stakeholders

Administrative Management of the ACM board portal:

- Day to day management of the ACM board portal (Diligent) including management of the day to day relationship with the system provider
- Meeting set up on the portal
- Tracking the submission of papers and liaising with key stakeholders
- Loading papers to the portal
- Managing user requests in relation to the portal and provision of training as required
- Managing the currency of documents in the portal reading room

Administrative support on Compliance Matters:

- Management of the Legal, Governance, FOI and Privacy inboxes
- Direct management of day to day queries to these inboxes
- Management of Conflicts of Interest register
- Management of the Gifts, Benefits and Hospitality register
- Management of the Private Interests register

- Collation of data for inclusion in RMAC and Trust reports (eg extracts of registers for the Audit and Compliance report)

Support to the secretariat and risk and compliance teams on year end matters:

- Managing the end of year calendar of key dates in conjunction with the Risk and Compliance team
- Preparation of year end paperwork for Trustees and Executives
- Regular co-ordination with the Risk and Compliance team to meet year end accountabilities

Other Duties:

- Management of registers maintained by the Legal and Governance team such as the IP register, use of the Common Seal register, Land status table
- Managing the currency of information on the Legal and Governance page on Centre Stage and in the Policy Centre (Legal and Governance section) on Centre Stage
- Other administrative support to the Governance and Secretariat function as required
- OH&S compliance

Decision making:

- Operate autonomously and seek guidance and support where necessary to achieve the accountabilities of the role
- The position requires some judgement in resolving issues and balancing any conflicting demands of internal and external stakeholders

Systems:

- High level proficiency in Microsoft Office
- Experience working with Microsoft Sharepoint
- Experience working with Diligent or other Board portal systems

Working environment/physical requirements:

- Undertake general office work with a strong emphasis on the use of computers and digital technology.
- Potentially work in an underground office environment.
- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- 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.