



## Position Description – Project Coordinator Redevelopment

### 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, Community, Care More and Creativity.

Arts Centre Melbourne is helping to transform the Melbourne Arts Precinct in Southbank into one of the great creative and cultural destinations in the world. Together with the Victorian Government, we’re revitalising our iconic Theatres Building and creating 18,000 square metres of new public space through this once-in-a-generation city-shaping project.

### About the Business Unit

The Reimagining business unit leads the planning, direction and management of Arts Centre Melbourne’s Reimagining Project that supports the achievement of ACM’s strategic vision and delivery of the Trust’s strategic objectives as well as its role in the broader Melbourne Arts Precinct Redevelopment.

The Redevelopment Unit leads the “Reimagining of Arts Centre Melbourne” project which is a significant component of a wider Creative Precinct renewal involving a wide range of Precinct partners. It leads a diverse and engaged stakeholder group to help realise the ten strategic objectives of ACM. 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.

### About the Position

#### Primary Purpose

The primary purpose of this role is to support the Project Director and the broader project team in the delivery of the Melbourne Arts Precinct Redevelopment and specifically the Reimagining of Arts Centre Melbourne, actively participating in the process to realise a new and better future for Arts Centre Melbourne. This involves high level administrative responsibilities and a coordination role of the project. This role will be a key support for the Project Director, Reimagining as well as the single point of contact for a number of project stakeholders.

#### Reports to

Director, Reimagining Project

#### Direct Reports

Nil

#### Key Relationships

##### Internal

All Arts Centre Melbourne Departments

##### External

Consultant Project Team members, Presenters, Creative Victoria and other Government agencies,

<b>Position Type</b>	Fixed Term Full Time Contract
<b>Salary Classification</b>	Band 3.3
<b>Financial Delegation</b>	Nil

<b>Key Criteria</b>	
Qualifications	Diploma of Project Management or Business Administration or Property or relevant discipline.
Experience	<ul style="list-style-type: none"> <li>• Demonstrated project administration experience, or other relevant experience.</li> <li>• Demonstrated experience in liaising with and coordinating a diverse group to achieve common goals.</li> <li>• Proven experience managing complex schedules of senior executives, with the ability to exercise judgement around prioritisation.</li> <li>• Diligent and methodical in ensuring business documentation is prepared and managed appropriately.</li> <li>• Experience in developing and maintaining professional relationships with internal and external stakeholders.</li> <li>• Working in a collaborative team environment.</li> <li>• Ability to exercise initiative, discretion and maintain a high level of confidentiality</li> <li>• Experience in process improvement.</li> <li>• Ability to work under strict deadlines and high-pressure environment.</li> <li>• High level customer service and communication skills.</li> <li>• Exceptional organisation and time management skills.</li> <li>• Agility and accuracy with note taking.</li> <li>• Advanced knowledge and use of the Microsoft Office suite of programs, particularly Outlook, Word and PowerPoint.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• A general understanding of client-side project management and curious to learn.</li> <li>• Experience working with government departments is highly desirable.</li> <li>• Experience using Microsoft Project, Aconex, Adobe products.</li> </ul>
Other (ie legal or physical)	<ul style="list-style-type: none"> <li>• General office work with a strong emphasis on computer usage and occasional site work including outdoor locations.</li> <li>• May be required to attend site out of normal hours.</li> <li>• May be required to walk distances of up to 2-3 km's and carry light equipment, work at height and attend site out of normal hours.</li> </ul>

## Accountabilities

### Redeveloping Project Coordination and Administration

- Oversee the coordination and administration support to the Redevelopment team throughout the project life cycle.
- Support the Redevelopment team through key phases of design input and the compilation of the Business Case and Design & Functional Brief.
- Provide high level administrative support to the Director, Reimagining including maintaining their calendar by planning and scheduling meetings, conferences, teleconferences, and negotiate appointments with a high level of independent thinking and judgement.
- Implementation and upkeep of the Project Management Plan and its sub-components.
- Maintain project schedules by coordinating with a wide range of internal and external stakeholders to ensure the project remains on track to its program.
- Assist in reviewing and preparing project plans, reports, briefs and correspondence.
- Drafting and compilation of reports for the Project Control Group and other governance bodies.
- Develop and maintain a process of effective records management.
- Organise, participate and help facilitate project meetings.
- Coordinate and assist the team in building consensus decisions.
- Work independently to ensure stakeholder groups are sufficiently engaged in the Master Plan process.
- Build and maintain strong relationships with stakeholders.
- Conduct research on specific topics relating to elements of the redevelopment and present findings to the larger project team.
- Coordinator and support the Redevelopment team with significant procurement processes.
- Support the Redevelopment team in the development and improvement of policies, procedures, processes and systems to optimise their efficiency and effectiveness.
- Act as the first point of contact as required for Redevelopment projects, screen incoming calls, provide advice and resolution to queries, and maintain effective relationships with relevant key stakeholders.
- Support new team members with induction or junior administrators within the team.

### Continuous Improvement

- Observe OHS policies and participate in safety programs including safety audits.
- Observe ACM's values and ACM's The Role You Play.
- Determination to continually improve processes and is results oriented.
- Support change with an inclusive attitude and accept a diverse range of views.

## Decision Making

- Under the broad direction of the Project Director, Reimagining, the incumbent will be required to make day-to-day decisions on stakeholder involvement, meeting scheduling and to ensure adequate consultation and consensus is reached through the development of the Master Plan.
- Decision making requires discretion and judgement, and may include the interpretation of legislation, standards, systems, and frameworks in order to determine the most appropriate course of action.