

# SOLUTIONS COORDINATOR, CULTURAL EQUITY & INCLUSION

## First Nations, Equity & Inclusion

First Nations, Equity & Inclusion is a division that aligns to Arts Centre Melbourne's current Strategic Priorities. The team's core purpose is to build an equitable and inclusive culture that creates safe and welcoming spaces for the communities that we serve.

For Arts Centre Melbourne to fulfil its purpose as a public asset it must be inclusive by representing the diversity of the people of Victoria, both on and off stage. It must have a culture of equity by enabling every Victorian to fully participate and ensuring they feel belonging and welcome when interacting with our organisation, in any capacity.

The Equity & Inclusion division is responsible for determining and delivering on Arts Centre Melbourne's commitment to equity and inclusion through the design and delivery of strategic equity and inclusion objectives. Steeped in deep listening of the diverse communities we work and partner with. The role of the Equity and Inclusion teams are to challenge existing structures and remove barriers creating a more equitable environment by defining the future approach and organisational strategies that positively transform and enrich organisation culture and performance.

### The Role

The Solutions Coordinator, Cultural Equity & Inclusion is an exciting role for a creative thinker who is comfortable challenging the status quo. The role will work cross-functionally to support the integration of racial and cultural equity and inclusion priorities and initiatives across various strategic projects.

The role will research, review and assess aspects of our organisation based on insights and recommendations from evaluations and/or retrospectives and work towards systemic change that supports inclusive practices.

The role will also provide support to the Partner, Cultural Equity & Inclusion and the Director, Cultural Equity & Inclusion as required, to support the planning and coordination of the Cultural Equity & Inclusion department.

This role works closely with internal, and external stakeholders to provide administrative, planning and research support on a range of implementation plans for racial and cultural equity and inclusion initiatives, as well as stakeholder engagement and communications.

The successful candidate will have experience in project management and coordination, a high level of critical thinking and ability to identify solutions and improvements to ways of working, systems and processes, be a confident communicator, and have a collaborative approach to working with internal and external stakeholders.

<b>Type</b>	Full-time, ongoing
<b>Reports to</b>	Director Cultural Equity & Inclusion
<b>Direct Reports</b>	None
<b>Salary/Hourly Rate</b>	Arts Centre Melbourne Enterprise Agreement 2022 Band 3.1
<b>Key Relationships</b>	<i>Internal:</i> Strategy, Advocacy and Partnerships; Programming, Governance, Marketing & Communications; Customer Experience; Customer Innovation; Events; Finance; IT and Digital; Facilities; People <i>External:</i> Partners, Industry bodies, Precinct Organisations, Community Organisations, Consultants, Creative and Performing Arts Community
<b>Delegation</b>	Financial and people delegations as per current policy.
<b>Location</b>	Arts Centre Melbourne premises (subject to potential relocation)
<b>Other</b>	State Government Agencies (SGA) Employee under the Arts Centre Melbourne Enterprise Agreement 2022 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
<b>Last Reviewed</b>	April 2024

## 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

- Demonstrated experience in project and stakeholder management
- Experience or understanding of the performing arts industry
- Lived experience and knowledge of racial equity principles and values in the workplace would be well regarded

## Your skills and attributes

- **Interpersonal:** High level of interpersonal skills with an ability to establish and maintain effective working relationships including persuasive abilities, influence at a senior level and work collaboratively with multiple stakeholders
- **Relationship management** – Solutions focused, confident and proven experience with working cross functionally across a broad internal stakeholder base.
- **Research & Analysis** – Ability to conduct internal and external research and draw insight from data and research to add value and identify effective solutions.
- **Presentations and communications** – a proven ability to develop clear and high quality presentations, briefings and support material.
- **Project coordination** – Practical knowledge of project management processes, workflows and proven ability to manage project deliverables and effectively coordinate multiple projects and responsibilities at the same time.
- **Administration** – Demonstrated organisational skills and experience in an office environment. 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.
- **Communication** - Effective listening, diplomacy and tact with demonstrated success in dealing confidently with internal and external stakeholders.
- **Team Player** – Demonstrated collaborative approach to work within a small and ambitious team while also capable of working autonomously as appropriate.
- **Industry Knowledge** – Understanding of the Not-for-Profit sector, social impact and arts and cultural sector is desirable.
- **Facilitation:** Ability to take part in facilitation of focused stakeholder workshops and collaborative sessions including the ability to take notes and draft reports.
- **Problem solving:** Demonstrated conceptual, analytical and problem-solving skills with the capability to analyse data and issues and resourcefully identify effective solutions.
- **Communications:** Excellent verbal, written communication and presentation skills and the ability to prepare and present clear messages, briefs and reports.
- **Operating systems:** Demonstrated organisational skills and proven experience with and understanding of current technology, operating systems and applications; and a demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.

## In the role you will

### Accountabilities:

- Work with a high level of autonomy and agency to assess and develop action and implementation plans, track project activity, outputs and outcomes
- Work closely with the Director, Cultural Equity & Inclusion; and the Partner, Equity & Inclusion, Inclusion Team, Enabling Functions, and senior leadership to support and deliver action and implementation plans.
- Deliver on project plans and schedules, tracking delivery and reporting as required

- Research and data collection
- Support facilitation of project related meetings/workshops
- Provide administration, coordination and secretariat services for a range of activities including preparation of documentation and reports to support the Cultural Equity & Inclusion department.
- Support in meeting preparation, including preparation of documentation and reports
- Collaborate and support other Arts Centre Melbourne Workstreams and Business Units to identify best practice systems and processes for improved integration of equity and inclusion practices.

#### **Stakeholder Management**

- Support delivery of stakeholder engagement and communications
- Organise and participate stakeholder meetings and workshops as directed

#### **Operations support**

- Provide support to the Partner, Equity & Inclusion, in relation to functions of the Cultural Equity & Inclusion department
- Provide support including templates, presentations, briefing notes and collateral, as required

#### **Decision making:**

- Be under supervision of Director, Cultural Equity & Inclusion
- Provide guidance and support to Director, Cultural Equity & Inclusion and Partner, Equity & Inclusion in decision making to achieve the accountabilities
- Operate autonomously and collaboratively, to make decisions and resolve issues to achieve the accountabilities
- Discretion and judgement to apply organisational policies, systems, processes, and the equity and inclusion principles, strategy and processes in order to determine the appropriate course of action.
- Be required to balance the often competing enquiries of internal stakeholders
- Represent and manage the Cultural Equity & Inclusion stakeholder relationships as required

#### **Systems:**

- Tessitura database
- USI Ungerboeck, Microsoft Teams, One Note, Excel, Word, PowerPoint

#### **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 attend Equity & Inclusion events outside standard business hours from time to time
- Work hours in accordance with your employment type and the Arts Centre Melbourne Enterprise Agreement 2022.

### **You demonstrate our values**

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