



# Project Manager, Reimagining

## Position Description

### The Reimagining Business Unit

The Reimagining Business Unit leads the “Reimagining of Arts Centre Melbourne” project which is a significant component of a wider Melbourne Arts Precinct Transformation 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 and development knowledge areas as well as deep connections across all areas of the business and wider stakeholder base.

### The Role

The primary purpose of this role is to support the 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. The Project Manager, Reimagining provides high level administrative and coordination support to the project. This role will be a key support for the Director, Reimagining, Technical Director and Senior Project Manager, Reimagining as well as acting as the single point of contact for several project stakeholders.

Type	Full Time Fixed Term Contract
Reports to	Senior Project Manager
Direct Reports	Nil
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 4.1
Key Relationships	<i>Internal:</i> Leadership Team, Executive, Visitor Experience, Diversity-Equity & Inclusion, Finance & People Partners, Facilities, Presenter Services, Production <i>External:</i> MAPCO, Development Victoria, Creative Victoria and other Project Partners
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	SGA Employee under the ACM Enterprise Agreement 2022 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	February 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

- Diploma of Project Management or other relevant discipline.
- Highly organised – ability to multi-task and deal with a variety of activities.
- Proven experience in managing large scale projects (\$20m plus) or similar scales in other industries.
- Experience in either construction, architecture, or engineering. **Experience in building services design and/or project delivery is highly desired**
- A good understanding of client-side project management and curious to learn.
- Experience working with government departments is highly desirable.
- Experience using Microsoft Project, Aconex, Adobe products.
- Demonstrated experience in liaising with and coordinating a diverse group to achieve common goals.
- Demonstrated experience in communicating effectively (both in oral and in written form) with both internal and external stakeholders
- Experience in process improvement.

## Your skills and attributes

- Comfortable with presenting information to audiences both internal and external.
- High level stakeholder management and communication skills.
- Strong skills in analysing, interpreting and distilling complex information that can be briefed to others.
- Exceptional organisation and time management skills.
- Diligent and methodical in ensuring business documentation is prepared and managed appropriately.
- Able to collaborate in team environments.
- Ability to exercise initiative, discretion and maintain a high levels of confidentiality.
- Ability to work under strict deadlines and high-pressure environment.
- Agility and accuracy with note taking
- 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.

## In the role you will

### Accountabilities:

- Be a primary point of contact across many areas of the project, working in a collaborative team environment.

### Stakeholder Management

- Manage specific stakeholder relationships and support the Senior Project Manager and Technical Director on strategic relationships across the project, through collaboration, clear communication and advice.
- Build effective and collaborative relationships across the Project Partners and project teams to ensure recommendations and directions are clearly articulated and understood.
- Maintain clear and accurate records to deliver project outcomes in line with agreed milestones and timeframes.
- Escalate issues and developments to the Senior Project manager or Technical Director in a timely manner
- Manage review processes and feedback from stakeholder teams, ensuring there is a clear and concise feedback.

### Project Scoping and Delivery

- Under the direction of the Senior Project Manager or Technical Director, manage all project stages from planning, development, implementation, monitoring, evaluation, and reporting
- Manage project resources (people, budget, time, scope and risk) to deliver outcomes in line with agreed milestones and timeframes.
- Lead and contribute to specific meetings during the design and construction phases of the project.
- Manage the development, liaison and distribution of project governance reporting as required for the project.
- Ensure Arts Centre Melbourne's Risk Management Strategic Framework and Procedures are always observed and complied with.
- Manage discussions with technical understanding / attention to detail to challenge and review consultant and contractor reports and recommendations.

- Review and analyse project documentation. Provide brief, advice and/or recommendations based on review and analysis
- Participate in tender evaluations pertaining to the project as required
- Participate in the project quality management process as required
- Optimise and improve project processes where necessary

**Decision making:**

- Under the broad direction of the Senior Project Manager, Director, Reimagining or Technical Director, Reimagining and the project team, the incumbent will provide tactical advice and direction to the Project Teams and Project partners on behalf of Arts Centre Melbourne as well as day-to-day decisions on stakeholder involvement, meeting scheduling and to ensure adequate consultation and consensus is reached through the design and delivery process.

**Systems:**

- Experience using Microsoft Office, Project, Sharepoint, Teams, Aconex, Adobe products, Bluebeam, Revizto

**Working environment/physical requirements:**

- 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.
- 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 2022.

**You demonstrate our values**

- **Leadership**
- **Creativity**
- **Accountability**
- **Equity & Inclusion**