

PARTNER, SPECIAL PROJECTS (Advocacy and Partnerships)

Strategy, Advocacy and Partnerships

The Strategy, Advocacy and Partnerships (SAP) Business Unit's purpose is to drive and support Arts Centre Melbourne's organisational transformation, strategic priority delivery and revenue generation as we adapt to a dynamic internal and external environment resulting from the impact of COVID-19.

The SAP team works together to collaboratively deliver its core functions, with advocacy and impact playing a central role in positioning Arts Centre Melbourne for increased external investment and in-kind support from government, business, tertiary and strategic alliance partners. This work is both future-focussed and reactive to maximise opportunities for Arts Centre Melbourne.

SAP team members are responsible for enabling cross functional collaboration to:

- lead the planning, tracking and reporting of the organisational Strategy
- assist in the assessment of organisational strategic priorities
- identify and evaluate external opportunities for partnership and investment
- secure and manage "best fit" partners and relationships to support organisational priorities
- develop and deliver advocacy strategies to support industry leadership, strategic priorities and funding/investment targets
- develop the case for support underpinned by impact evaluation and data analytics.

The Role

Arts Centre Melbourne is at a critical point in its growth and evolution, where strategic advocacy, government investment and enterprise partnerships are central to delivering its new organisational strategy and transformation.

This role provides support to the advocacy and partnerships functions of the SAP team, and it leads and delivers special projects. The Partner, Special Projects (Advocacy and Partnerships), will be a solutions expert and a critical support that works collaboratively with other project leads, delivering projects end-to-end, and exercising judgement to prioritise and escalate issues as required.

In particular, the role provides high quality project and stakeholder management to support advocacy (industry and government relations) and partnerships functions (government, business, tertiary and strategic alliances). The role's remit also extends to supporting the team's work on impact and evaluation, and is responsible for leading specific project and program evaluations.

This is an exciting role that requires a high level of critical thinking with the ability to identify solutions and improvements to ways of working, systems and processes. Strong writing and communication skills are required to support projects and facilitate internal and external stakeholder relations, workshops and activities.

This person will have sound experience in project management and coordination, be a confident communicator, and will have demonstrated a collaborative approach to working with internal and external stakeholders. A highly collaborative and resourceful team player, who will work both collaboratively and autonomously in a dynamic internal and external environment.

Type	Fixed Term, 12 months
Reports to	Manager, Strategic Business Development
Direct Reports	None
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 4.1, 0.6FT
Key Relationships	<i>Internal:</i> Strategy, Advocacy and Partnerships; Office of the CEO; Executive and Leadership Team; Philanthropy; Marketing & Communications; Customer Experience; Customer Innovation; Events; Programming; Collections; Finance; IT and Digital; Facilities

	<i>External:</i> Government, Partners, Industry bodies, Precinct Organisations, high value clients
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	State Government Agencies (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	April 2022

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

- Experience in stakeholder engagement and management; a knowledge of Tessitura would be well regarded.
- A relevant tertiary qualification and/or experience in project management.
- An understanding of, or experience in, the arts and/or government would be well regarded.

Your skills and attributes

- **Project management:** Practical knowledge of project management processes, workflows and proven ability to prioritise, manage project deliverables and effectively manage multiple projects and stakeholders.
- **Interpersonal:** High level interpersonal skills with an ability to establish and maintain effective working relationships, influence at a senior level and work collaboratively with multiple stakeholders, particularly government and corporate.
- **Relationship management:** Confident and proven experience with high-level external stakeholders
- **Communication:** Superior verbal, written communication and presentation skills and the ability to prepare and present clear messages, briefs and reports to influence internal and external stakeholders.
- **Facilitation:** Proven ability to facilitate and support outcome/ solution focused stakeholder workshops and collaborative sessions including the ability to draft outputs and reports.
- **Problem solving:** Demonstrated conceptual, analytical and problem solving skills with the capability to analyse data and issues and identify effective solutions.
- **Administration and 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.
- **Team Player** – Demonstrated collaborative approach to work within a small and ambitious team.
- **Industry Knowledge** – Understanding of the not-for-profit sector, social impact and arts and cultural sector is desirable.

In the role you will

Project Management

- Work with a high level of autonomy to support the design and delivery of projects in collaboration with the Head of Government Partnerships and Impact, Senior Advisor Government Relations and Partnerships Manager.
- Develop project plans and schedules, tracking delivery and reporting as required.
- Facilitate and/or support project related meetings/workshops.
- Provide administration, coordination and secretariat services for a range of activities including preparation of documentation and reports to support the advocacy and partnerships functions.
- Support in meeting preparation, including preparation of documentation and reports.
- Collaborate with other ACM business units to identify best practice systems and processes for improved integration and project management.

Advocacy and Stakeholder Engagement

- Support the Head of Government Partnerships and Impact and the Senior Advisor Government Relations on advocacy projects, including mapping of government and industry touch points across Arts Centre Melbourne.
- Be the custodian of, and maintain, the ACM Advocacy Guide.
- Support the development of specific project-based advocacy plans and co-ordinate implementation.
- Organise stakeholder meetings and workshops as directed and facilitate where appropriate.
- Establish processes for monitoring, reporting on, and maintaining advocacy plans – including how stakeholder management activities are delivered by other functions including Strategic Communications.
- Support the creation of advocacy resources for the Executive Team and other internal stakeholders, and facilitate advocacy planning workshops for key projects in line with the Advocacy Guide.
- Implement and support delivery of stakeholder engagement and communications.
- Maintain CRM for relevant stakeholders.

Partnerships

- Support special projects in collaboration with, and under the guidance of, the Partnerships Manager.
- Lead the development of a project to map impact themes to the partnerships framework and Arts Centre Melbourne's values and strategic priorities.
- Lead the development of a project to provide a valuation method for non-financial partnerships, assets and benefits.

Impact and Evaluation

- Support special projects in collaboration with the Partner, Impact and Evaluation, and under the guidance of the Head of Government Partnerships and Impact.
- Lead specific project and program evaluations (including stakeholder consultation) for external reporting and organisational learning purposes.

Operations support

- Support the day-to-day operations of the advocacy and partnerships functions.
- Provide support including templates, presentations, briefing notes and collateral, as required.
- Provide finance and administration support including EBMS requirements for purchase orders, invoices, ticketing and CRM (Tessitura) admin.

Decision making:

- Make decisions and act in consultation with the Head of Government Partnerships and Impact.
- Make decisions and act in relation to specific projects in consultation with the Senior Advisor Government Relations and Partnerships Manager.
- Make decisions within the scope of the role and resolve issues to achieve the accountabilities.
- Balance competing stakeholder enquiries and demands referring to supervisors where required.
- Represent the Business Unit and manage stakeholder relationships where 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 Strategy, Advocacy and Partnership events outside standard business hours from time to time.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2022.

You demonstrate our values

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