

Position Description

Role Title	Governance Project Manager
Reports to	Director of Corporate Services
Department	Corporate Services
Contract Period	Part Time - 12 Month Fixed Term Contract (0.6 FTE)
Classification	MRC EA 2020 Grade 5.1 + superannuation guarantee

About Melbourne Recital Centre

Melbourne Recital Centre is a venue of and for the 21st century: celebrating the past, welcoming the present and imagining the future, a place where artists and audiences are invited to engage, challenge and explore. With a unique focus on music, the Centre presents and hosts hundreds of concerts each year, representing the pinnacle of the art form as practised by Australian and international performers in a dazzlingly diverse array of styles, from early music to post-rock. The Centre's learning and access activities beyond the Centre provide opportunities for Victorians of all ages and backgrounds to experience outstanding performances. Melbourne Recital Centre comprises two strikingly beautiful spaces; the magnificent 1000-seat Elisabeth Murdoch Hall and the Salon, a 130-seat flexible performance space. Both spaces were carefully crafted to present the best music the world has to offer and bring musicians and music-lovers closer.

Our Vision

A place where bold music makers and passionate audience make profound connections that resonate for a lifetime.

Our Mission

Enabling transforming performances in and beyond the Centre.

Our Values

- **RESPECT:** welcoming and understanding everyone; not just listening but hearing...
- **EXCELLENCE:** having pride in what we do, how and where we work, both personal and professional
- **CREATIVITY:** asking 'what if?' and remaining open minded
- **INCLUSIVENESS:** being part of the family...
- **TEAMWORK:** making time to stop, collaborate and listen
- **ACCOUNTABILITY:** doing what you say; don't pass the buck!
- **LOYALTY:** showing passion, pride, enjoyment, advocacy, support

Primary Purpose

Reporting to the Director Corporate Services, the Governance Project Manager will:

- Ensure the timely review and update of strategic and operational policies and procedures in accordance with guidance from the State Government and its departments;
- Oversee the review of and updates to the risk management framework
- Oversee the compliance of relevant attestations in accordance with State Government reporting frameworks
- Drive the implementation of internal audit recommendations across the organisation, including training and chairing working groups.

Accountabilities

- Support the Director of Corporate Services with the development and maturity of the Centre's governance framework including:
 - Lead, review and develop policies and procedures with relevant legislation and regulations, ensuring compliance with the Victorian Government.
 - Coordinate and participate in regular departmental meetings, creating documentation, communication with managers, department heads and other relevant staff to confirm schedules and ensure actions are completed.
 - Provide broad governance support for the Board and sub committees including writing of governance and project papers and reports.
 - Internal audit project management and delivery co-ordination
 - Support the delivery of projects, including those within the IT Roadmap or Strategic Plan
 - Ensure all activities comply with Melbourne Recital Centre values, policies, and professional and ethical standards.
 - Actively promote and represent the Melbourne Recital Centre's principles of service excellence.
 - Foster good working relationships with all Melbourne Recital Centre staff, clients, customers, and stakeholders and promote a positive and co-operative working environment.
 - In this position you will come into contact with a large amount of information, interact with a range of stakeholders and be privy to a range of commercial-in-confidence issues that must be treated with strict confidentiality and sensitivity. The incumbent must have the ability to exercise a high level of judgement and maintain confidentiality when dealing with these issues.

Key Relationships

Internal

- Chief Executive Officer (*Daily*)
- Director of Corporate Services (*Daily*)
- Melbourne Recital Centre Board Directors, SLT and staff (*Regularly*)

External

- Clients and stakeholders of the Melbourne Recital Centre (*Weekly*)
- State and Federal government representatives (*Regularly*)
- External contractors and suppliers (*As required*)

Key Selection Criteria

- Previous experience in a similar role or responsibility for governance, policy writing, risk (*essential*)
- Knowledge of legislation and Victorian Government compliance frameworks (*essential*)
- A tertiary qualification in business administration, law, governance or a relevant discipline (*essential*)
- Demonstrated capacity to be highly organised, determine workloads, set priorities, work independently and under pressure in a multi-task environment (*essential*)
- Strong presentation skills and have a passion for preparing reports and briefings for senior management, boards and employees (*desirable*)
- Project Management - Demonstrated expertise and transferrable skills in development, planning, leading and delivering project outcomes (*essential*)
- Strong technical analysis and business writing skills including development of governance materials in consultation with managers, technical specialists and users (*essential*)
- Highly developed interpersonal and negotiation skills and the ability to maintain good working relationships with a wide range of people at different levels both internal and external to the organization (*essential*)
- High level of IT literacy, with knowledge and experience in using Microsoft Office365 and ERP systems (*essential*)

Other Relevant Information

The position is based at 31 Sturt Street, Southbank.

Melbourne Recital Centre is an Equal Opportunity Employer. Melbourne Recital Centre provides a smoke free environment.

OH&S Responsibilities

In the context of Occupational Health and Safety policies, procedures, training and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction.
- Cooperate with their employer.
- Maintain and observe all current Health and Safety policies and procedures.
- At all times, take reasonable care for own health and safety and that of other persons that may be affected within the Workforce.