

**POSITION DESCRIPTION**

# Program Coordinator

**Position Title:** Program Coordinator

**Unit:** Support

**Reporting to:** Governance and Risk Director

**Location:** Based at The Opera Centre, Sydney, but may be required to work and/or be based at other company work locations, as required.

**Opera Australia’s vision** is to enrich Australia’s cultural life with exceptional opera and musical theatre.

**Job Purpose**

The Program Coordinator is responsible for coordinating a diverse range of programs and initiatives related to Opera Australia’s legal, risk and governance activities. The Program Coordinator is process-driven, personable and highly effective in their approach to adding value to OA.

**Key Accountabilities**

| Major Responsibilities   | Accountabilities   | % total job |
|--|--|-------------|
| 1. Coordination of projects  | <ul style="list-style-type: none"> <li>Provide program coordination and support to a diverse range of programs related to Opera Australia’s legal, risk and governance activities</li> <li>Prepare and maintain program documentation for monitoring and reporting on progress against established milestones and deliverables</li> <li>Undertake research, analyse and review complex issues, identify emerging issues, develop evidence based options, and recommendations to resolve problems and mitigate risks</li> </ul> | 50%         |
| 2. Coordination of governance services and initiatives                 | <ul style="list-style-type: none"> <li>Develop, implement and review policies, systems, procedures and controls</li> <li>Provide ongoing coordination of OA’s legal, governance and risk management frameworks, including implementing compliance and assurance systems</li> <li>Support the Governance and Risk Director in the coordination of legal matters</li> <li>Assist the Senior WHS Advisor in WHS related activities and initiatives</li> </ul>   | 40%         |
| 3. Facilitation of internal stakeholder engagement, input and training | <ul style="list-style-type: none"> <li>Establish and maintain excellent working relationships across OA business units, facilitating engagement in, and contribution to, the identification and development of solutions</li> <li>Coordinate working groups, committees and consultations</li> <li>Develop and conduct training in relation to governance initiatives</li> <li>Mentor and guide OA staff, ensuring their compliance with OA policies</li> </ul>  | 10%         |

|                      |   |           |
|----------------------|---|-----------|
| 4. Health and Safety | <ul style="list-style-type: none"> <li>Taking reasonable care of your own health and safety and that of others;</li> <li>Ensuring that your acts or omissions do not adversely affect others; and</li> <li>Complying with OA SAFE and any reasonable instructions, policies and procedure given by OA, to enable OA to comply with WHS laws and maintain a safe working environment.</li> </ul> | Continual |
|----------------------|---|-----------|

All Opera Australia employees are expected to act and advocate for the highest levels of ethical standards and integrity including compliance with Opera Australia policy and relevant legislation.

### Key Selection Criteria

| Education and Qualifications  | R     | P |
|---|-------|---|
| Tertiary Qualifications in risk management, law or other related field  | X     |   |
| Knowledge and Experience  | R     | P |
| Demonstrated experience in risk management or coordination of a legal, governance or compliance function                                    | X     |   |
| Experience in the development and implementation of governance frameworks, policies and systems, including running associated training      |       | X |
| Experience in facilitating internal working groups and coordinating committees  |       | X |
| Superior analytical skills and a high level of initiative   | X     |   |
| Excellent communication and interpersonal skills, a strong attention to detail and experience working on confidential and sensitive matters | X     |   |
| Knowledge of opera, musicals and the performing arts sector   |       | X |
| Technical / Specialist Competencies   | R     | P |
| Advanced IT skills including experience with Microsoft Office Suite   | X     |   |
| Experience with cloud based systems   |       | X |
| Behavioural Competencies  | Level |   |
| Verbal and written communication  | High  |   |
| Problem solving and judgment  | High  |   |
| Self-motivation and initiative  | High  |   |
| Attention to detail   | High  |   |

### Working Relationships

| Key internal stakeholders  |
|--|
| Executive Team, Organisation   |
| Key external stakeholders  |
| External Service Providers and Consultants, Co-production partners, WHS Stakeholders |

**Important note:** This job description serves as a guide to the scope and range of activities that may be required of the incumbent and may change at any time according to the needs and priorities of Opera Australia.

**To be completed by Human Resources**

|                                 |                               |               |                  |
|---------------------------------|-------------------------------|---------------|------------------|
| Remuneration Level              | 4                             |               |                  |
| Role ID                         |                               | Date Approved | 17 December 2020 |
| Industrial instrument and Grade | National Employment Standards |               |                  |