


<b>Position:</b>	Communications Specialist
<b>Division:</b>	Corporate Affairs and Communications
<b>Department:</b>	Corporate Affairs and Communications
<b>Reporting to</b>	Matt Gallant
<b>Employment Type</b>	Contract

<b>Key Relationships</b>	<p><b>Internal</b>          CEO          Division Manager, Corporate Affairs and Communications          Communications Manager          Communications Specialist          GM – Motorsport, Entertainment and Industry          GM - Marketing          Operations Department</p> <p><b>External</b>          Media          PR Agencies          Other stakeholders as relevant and appropriate</p>
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<b>Values</b>	<p>Knowledge of and consistent demonstration of the Corporation's iiQCAT values: Integrity, Innovation, Quality, Customer, Accountability, Teamwork.</p> 
<b>Corporation Objectives</b>	To promote Melbourne and Victoria via the staging of two international sporting events - the Formula 1 Australian Grand Prix at Albert Park and the Australian MotoGP at Phillip Island.
<b>Governed by</b>	The Corporation is governed by the Australian Grands Prix Act 1994 (Vic).

<b>Standards of behaviour</b>	The Code of Conduct for Victorian Public Sector Employees governs the behaviour of all Corporation employees.
<b>Human Rights</b>	The Charter of Human Rights and Responsibilities Act 2006 is a Victorian law that sets out the basic rights, freedoms and responsibilities of all people in Victoria. The Charter requires the Corporation to act compatibly with human rights, and to consider human rights when developing policies, making laws, delivering services and making decisions.

<b>Role Objectives</b>	<p>The objective of this role is to be an active member of Australian Grand Prix Corporation's communications team with a focus on publicity events and media relations in the lead up to and during the Formula 1 Australian Grand Prix 2022.</p> <p>This role will also help to develop and support the ongoing communications strategy for the team.</p> <p>Note that this role will require a candidate who is able to work outside of normal working hours, as well as on weekends as required.</p>
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<b>Core Responsibilities</b>	<p><b>DELIVERABLES</b></p> <p>This role will provide to the Australian Grand Prix Corporation (AGPC) the services as follows:</p> <ul style="list-style-type: none"> <li>• Provide advice and support to the Corporate Affairs and Communications.</li> <li>• Identify, develop and lead material to execute publicity events such as event launches, photo opportunities and media announcements.</li> <li>• Actively promote positive messages and stories to enhance the Australian Grand Prix Corporation's image and promote the Formula 1 Australian Grand Prix 2022.</li> <li>• Develop communications materials such as press releases, statements, key messages and speaking notes.</li> <li>• Assist the Corporate Affairs and Communications team with the distribution of media materials and onsite activities.</li> <li>• Develop and implement monitoring and measurement reporting of PR campaigns.</li> <li>• Assist the AGPC digital team with social media and website requirements.</li> </ul>
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## PERSON SPECIFICATION

<p><b>Qualifications and Experience</b></p>	<ul style="list-style-type: none"> <li>• Tertiary qualification in communications, journalism, public relations or related area.</li> <li>• Excellent written and verbal communications skills.</li> <li>• Experience developing tailored content for different audiences using a variety of mediums.</li> <li>• Hands-on communications, public and media relations experience.</li> <li>• Strong problem-solving skills.</li> <li>• Excellent attention to detail, organisational and time management skills.</li> </ul>
<p><b>Relevant Traits and Characteristics</b></p>	<p>Customer Service</p> <ul style="list-style-type: none"> <li>• Demonstrated achievement in and enthusiasm for the provision of quality customer service.</li> <li>• Immediately respond to customer needs or concerns to ensure the quality of service meets agreed standards.</li> </ul> <p>Teamwork, Adaptability and Resilience</p> <ul style="list-style-type: none"> <li>• Demonstrated commitment to teamwork and the maintenance of a supportive work environment.</li> <li>• Ability to work effectively as part of a team in a fast-changing environment.</li> <li>• Keeping calm by demonstrating a capacity to positively deal with changing circumstances.</li> </ul> <p>Interpersonal, Verbal and Written Communication</p> <ul style="list-style-type: none"> <li>• Well-developed written communication ability.</li> <li>• Strong interpersonal and communication skills.</li> <li>• An ability to liaise, negotiate and constructively provide and accept feedback from staff at all levels.</li> </ul> <p>Organisation and Planning</p> <ul style="list-style-type: none"> <li>• Organisational and planning skills in managing a personal workload in a busy environment with conflicting demands.</li> <li>• Ability to meet deadlines.</li> </ul> <p>Technology</p>

- Experience in the use of Microsoft desktop products such as Word, Excel, Outlook and PowerPoint.
- Experience in information management systems, including internet and on-line environments.

Continuous Learning and Professional Development

- Demonstrated commitment to continual professional and personal development.