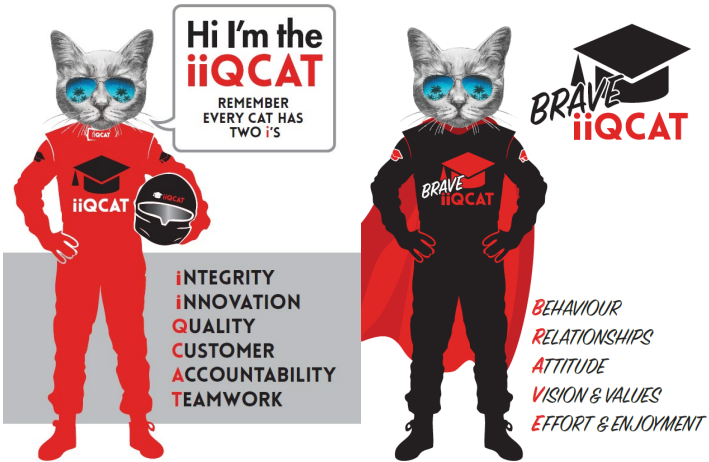


Position:	Communications Specialist and Editor
Division:	Corporate Affairs and Communications
Department:	Corporate Affairs and Communications
Reporting to	Matt Gallant
Employment Type	Contract

Key Relationships	<p><u>Internal</u> CEO Division Manager, Corporate Affairs and Communications Communications Manager Communications Specialist GM – Motorsport, Entertainment and Industry GM - Marketing Operations Department</p> <p><u>External</u> Creative agencies Freelance writers Publication distribution and printing suppliers Other stakeholders as relevant and appropriate</p>
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Values	<p>Knowledge of and consistent demonstration of the Corporation's iiQCAT values: Integrity, Innovation, Quality, Customer, Accountability, Teamwork.</p> 
Corporation Objectives	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.
Governed by	The Corporation is governed by the Australian Grands Prix Act 1994 (Vic).

Standards of behaviour	The Code of Conduct for Victorian Public Sector Employees governs the behaviour of all Corporation employees.
Human Rights	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.

Role Objectives	<p>The objective of this role is to be an active member of Australian Grand Prix Corporation's (AGPC) communications team, with a focus on leading the production of the Formula 1 Australian Grand Prix 2022 (hardcopy and digital magazines).</p> <p>This role will also help to develop and support AGPC's ongoing communications and publicity requirements.</p> <p>Note, this role will require a candidate who is able to work outside of normal working hours, as well as on weekends as required.</p>
Core Responsibilities	<p>DELIVERABLES</p> <p>This role will provide to AGPC the services as follows:</p> <ul style="list-style-type: none"> • Collate, write and edit content to deliver the Formula 1 Australian Grand Prix 2022 Official Program. • Liaise with external parties such as creative agencies, freelance editors and stakeholders to develop the Formula 1 Australian Grand Prix 2022 Official Program. • Liaise the AGPC sales team, printing and distribution providers to support the delivery of the Formula 1 Australian Grand Prix Official 2022 Program. • Work alongside the AGPC sales teams to deliver sponsored content within the event programs.

	<ul style="list-style-type: none"> • Provide advice and support to the Corporate Affairs and Communications team in the development of material to support event media centre logistics and corporate communication objectives. • Identify and assist with the development of material to execute publicity events such as launches, photo opportunities and media announcements where required. • Actively promote positive messages and stories to enhance AGPC's image and promote the Formula 1 Australian Grand Prix 2022. • Assist the AGPC digital team with social media and website requirements.
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PERSON SPECIFICATION

Qualifications and Experience	<ul style="list-style-type: none"> • Tertiary qualification in communications, journalism, public relations or related area. • Excellent written and verbal communications skills, including feature writing and proof reading. • Experience developing tailored content for different audiences using a variety of mediums. • Strong problem-solving skills. • Excellent attention to detail, organisational and time management skills.
Relevant Traits and Characteristics	<p>Customer Service</p> <ul style="list-style-type: none"> • Demonstrated achievement in and enthusiasm for the provision of quality customer service. • Immediately respond to customer needs or concerns to ensure the quality of service meets agreed standards.

	<p>Teamwork, Adaptability and Resilience</p> <ul style="list-style-type: none"> • Demonstrated commitment to teamwork and the maintenance of a supportive work environment. • Ability to work effectively as part of a team in a fast-changing environment. • Keeping calm by demonstrating a capacity to positively deal with changing circumstances. <p>Interpersonal, Verbal and Written Communication</p> <ul style="list-style-type: none"> • Well-developed written communication ability. • Strong interpersonal and communication skills. • An ability to liaise, negotiate and constructively provide and accept feedback from staff at all levels. <p>Organisation and Planning</p> <ul style="list-style-type: none"> • Organisational and planning skills in managing a personal workload in a busy environment with conflicting demands. • Ability to meet deadlines. <p>Technology</p> <ul style="list-style-type: none"> • 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. <p>Continuous Learning and Professional Development</p> <ul style="list-style-type: none"> • Demonstrated commitment to continual professional and personal development.
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