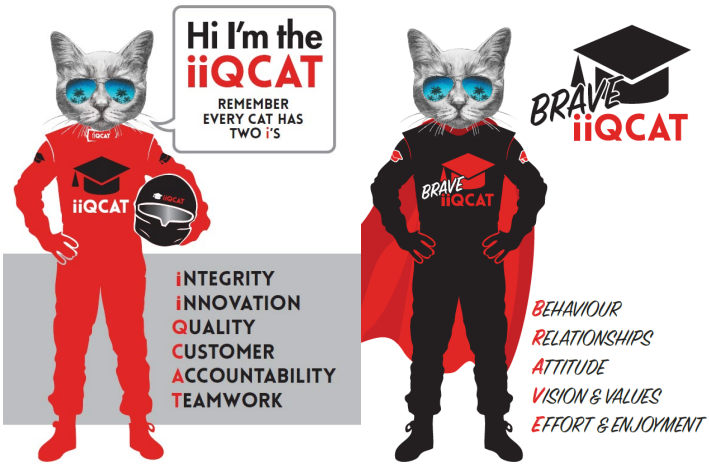


Position:	Communications Coordinator – Media Centre
Division:	Corporate Affairs and Communications
Department:	Corporate Affairs and Communications
Reporting to	Emily White
Employment Type	Contract

Key Relationships	<p>Internal</p> <p>CEO Communications Manager Communications Specialist GM – Marketing & Experience Operations Department</p> <p>External</p> <p>Media PR Agencies Formula One Management FIA Key suppliers and commercial partners Other stakeholders as relevant and appropriate</p>
--------------------------	--

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	This role is responsible to assist in managing media centre planning and operations, as well as accreditation and media liaison in the lead up to the Formula 1® Rolex Australian Grand Prix 2020.
Core Responsibilities	<p>DELIVERABLES This role will provide to AGPC the services as follows:</p> <p>COMMUNICATIONS AND PUBLICITY</p> <ul style="list-style-type: none"> Assist the Corporate Affair and Communications team to execute publicity events such as launches, photo opportunities and media announcements. Assist with copy development for a wide variety of communications materials <p>MEDIA CENTRE OPERATIONS</p> <ul style="list-style-type: none"> Assist with media staff rosters and schedules; Assist with media staff catering requirements; Assist with media accreditation process Assist with set up of media centre Assist with FIA media delegates Assist with management of media staff schedules and responsibilities Assist with the management of contractor and service supplies for the media centre – cleaning, power, TV, audio, photocopiers with the media areas Set up and assist with the running official press conferences

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. • 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 customers 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 unanticipated problems and 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

Continuous Learning and Professional Development

- Demonstrated commitment to continual professional and personal development