

# Job Description



## Position details:

<b>Title:</b>	Senior Marketing Coordinator	<b>Position Number:</b>	04204
<b>Classification:</b>	Level 4		
<b>Branch:</b>	Marketing		
<b>Directorate:</b>	Strategy and Partnerships		
<b>Award/Agreement:</b>	Public Service Government Officers General Agreement and GOSAC Award 1989		
<b>Reports to:</b>	Marketing Manager		
<b>Direct Reports:</b>	Nil		
<b>Special Conditions:</b>	Nil		

## About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

## About the VenuesWest Way

**The VenuesWest Way guides the way we work and the way we model our behaviour.**

It is our system of defining and measuring our culture and it provides us with the format to engage, improve, support and challenge one another to be the best we can be – as individuals and as a collective.

Our signature behaviours:

- We champion dreams
- We find a way to make it happen
- Together we win
- We act like owners
- We celebrate success – big and small

## About the Directorate

The Strategy and Partnerships directorate is responsible for the development and management of contracts and procurements across the VenuesWest business, building relationships with our key partners, provision of long term planning, reforming major business processes, communications and marketing, promotion of commercial activities and positioning VenuesWest for the future.

## About the Role

The Senior Marketing Coordinator partners with the VenuesWest business unit managers to provide marketing advice and manage the execution of marketing activities. In line with the marketing plan, the role develops end to end creative marketing campaigns for VenuesWest's products and services to optimise venue usage and maximise financial returns. The position forms part of a creative and customer focussed marketing team.

## About the Responsibilities

- Actively contributes to the development and implementation of the VenuesWest marketing plan and marketing budget.
- Partners with allocated business unit(s) and their Managers to provide advice on, develop and deliver marketing activities.
- Develops and delivers detailed integrated end to end marketing campaigns for allocated business unit(s).
- Prepares, manages and reports on budget requirements for allocated marketing campaigns.
- Manages expectations with internal contacts on timeframes for campaign development and delivery.
- Collects and analyses available data to measure and report on the effectiveness of marketing campaigns.
- Monitors the VenuesWest brand and its use across marketing and corporate materials and recommends strategies for further development and promotion of the brand.
- Coordinates the planning, use and maintenance of the websites ensuring maximisation of this channel and the accuracy and professionalism of its content.
- Identifies and influences the priority on campaigns based on financial return and linkage to the marketing plan when conflicting priorities occur.
- Collaborates with the Graphic Designer on design and production aspects of publications, promotional material, signage, electronic-artwork, VenuesWest branding and all other aspects of graphic design materials when required.
- Liaises with the Government Communications Unit for campaign approvals.
- Coordinates the daily distribution of marketing tasks amongst the marketing team.
- Provides marketing training to the team and other parts of the organisation as required, ie website.
- Coordinates and maintains an accurate database system as required for marketing purposes and record keeping compliance.
- Assists the Marketing Manager in the identification and development of new marketing and promotional tools and strategies and in the setting of priorities.
- Assists the Marketing Manager in the identification, development and delivery of sponsorship and partnership opportunities.
- Prepare end of month reports on campaign progress, evaluation and other marketing activities.
- Prepares presentations for VenuesWest marketing purposes.
- Sources quotes and tenders for marketing projects goods and services and prepares required purchase orders for requisitions.
- Liaises with stakeholders and external service providers such as web developers, printers etc.
- Other related duties as required.

## About the Person

**The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:**

1. Previous experience in planning, developing, delivering and evaluating end to end creative marketing campaigns in a commercial environment.
2. Supports shared purpose and direction by understanding the work environment, contributing to team planning, drawing on information from a range of sources, analysing information and identifying risks and opportunities.
3. Monitors own progress against performance expectations; demonstrates knowledge of new programs, products and services and works to agreed priorities and outcomes responding to changes in requirements to ensure results are achieved.
4. Builds and maintains relationships with team members, colleagues and clients, shares information with and contributes to discussions to ensure others are kept informed.



5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Public Sector Code of Conduct, providing accurate information, maintaining effective performance in challenging situations, taking responsibility for completion of work and seeking self-development opportunities.
6. Communicates well, structuring messages clearly and succinctly orally and in writing and listening to differing ideas and understanding issues.
7. Clarifies work required, expected behaviours and outputs; Gives support and regular constructive feedback; Keeps team members informed of reasons for decisions and ensures understanding of processes and practices; Supports change initiatives and assists employees to understand the purpose and impact.

**The following *desirable* capabilities are to be addressed in the context of the responsibilities of the position:**

1. Previous marketing experience in a sport, recreation or entertainment environment.

### Employment Conditions and Eligibility

Appointment to this position is conditional upon:


- providing appropriate evidence of the 'Right to Work' in Australia
- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest.

**Important note:** The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting Human Resources on (08) 9441 8362.

### Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.		
<b>Janis Carren</b> Director (Strategy, Marketing & Governance, Human Resources and Information Technology)		Date Approved: 29/06/2016
As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Employee Name:		Date Appointed: ...../...../.....
Signature:		Date Signed: ...../...../.....