



**POSITION DESCRIPTION**

**Position Title: Business Coordinator**

**Department: Marketing and Communication**

**New Position**

**Date:** October 2018

**Change to Existing Position**

**Reports to (position):**

Manager, Strategic Planning and Projects

**Positions that report to this position:**

*nil*

**Name of present incumbent (if applicable):**

*Vacant*

**PRIMARY PURPOSE OF ROLE:**

The Business Coordinator role is to contribute to the continued growth of the GRV Marketing and Communication Department and will ensure the smooth-running of the division, working both on a one-to-one basis with the General Manager, but also on a wider basis with internal and external clients.

The role will contribute to the efficiencies and streamlining of the internal communications and systems, working in collaboration with other staff to fulfil administrative systems and processes across the areas of marketing and communications.

**SCOPE:**

Greyhound Racing Victoria (GRV) is in the business of governing, operating and promoting greyhound racing of the highest integrity to wagering operators nationally and internationally and to Victorian clubs for the enjoyment of members, wagerers and on-course race goers.

GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position. This will ensure that the best standard of service is continually provided across the organisation and that GRV will build on and maintain its excellent reputation and effective profitability.

Our vision is for Greyhound Racing Victoria to become the world’s most respected greyhound racing body; widely regarded for the market position and reputation we have created for greyhound racing in Victoria.

The Business Coordinator support role will provide enthusiastic, reliable assistance and efficient support to the Marketing and Communications Department and to others across the organisation. The role is accountable for the provision of support for all aspects of Marketing and Communications.

**FREEDOM TO ACT / DECISION MAKING:**

NIL

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<b>Marketing and Communication Administration</b>	<ul style="list-style-type: none"> <li>• Compile and maintain files for all marketing collateral produced by GRV.</li> <li>• Provide administrative support to the GM Strategic Communication</li> <li>• Organise and coordinate procurement activities, ensuring specifications are prepared, quotations are received and evaluated, and necessary approvals obtained in line with GRV Procurement Policy</li> <li>• Assist with the management of contracts within the Division, ensuring performance measures are monitored and invoices for goods/services are processed in a timely manner in line with GRV Procurement Policy.</li> <li>• Undertake acquittals for VRIF and RAP applications</li> <li>• Maintain travel booking for Division staff.</li> <li>• Monitor transactions made against available budgets and monitoring spend including forecasting spend</li> <li>• Prepare monthly reports for the GM that may include procurement, finance and calendar of activities</li> <li>• Provide assistance with projects as required.</li> <li>• Maintain and streamline office procedures and files.</li> <li>• Ensure office supplies are ordered for effective operations.</li> <li>• Assistance with marketing merchandise.</li> <li>• Compile materials for presentations as required.</li> <li>• Assist with the distribution of project and GRV documentation.</li> <li>• Assistance with the preparation of plans, including assistance with stakeholder consultation.</li> <li>• Assistance with the preparation of information for key executives and board communications.</li> <li>• Provision of excellent customer service.</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing and Communication time frames met.</li> <li>• Monthly Reports completed</li> <li>• Files up to date.</li> <li>• Feedback from team members and clients</li> <li>• Accurate record keeping</li> </ul>
KEY BUSINESS CONTACTS		
EXTERNAL		INTERNAL
GRV Club Manager		GM Strategic Communication
Industry Partners		GRV Marketing and Communication Team including Regional managers
External Suppliers		GRV and Clubs
PERSON SPECIFICATION		
EDUCATION/QUALIFICATIONS		
ESSENTIAL	DESIRABLE	
	Minimum of 2 years experience in a similar role	
Or Relevant work experience		
SKILLS/KNOWLEDGE		
ESSENTIAL	DESIRABLE	
Strong verbal and written communication skills	Adobe Acrobat (editing and compiling PDF documents)	
Excellent attention to detail	Photoshop	
Strong planning and project assistance skills	Experience in Government or not for profit organisation	

Highly developed Microsoft Office Suite	
Highly developed interpersonal and customer service skills	
Ability to effectively work both as part of a team or autonomous.	
Contract administrator or extensive procurement experience	
ATTRIBUTES	
ESSENTIAL	DESIRABLE
Responsiveness	Ability to Multi-task
Integrity	Self Motivated
Team Player	Creative
Process Oriented	Punctuality
Reliable	Good people skills
Accountability	
Must love dogs	
EMPLOYMENT CONDITIONS	
<ul style="list-style-type: none"> <li>• Terms and conditions of employment are per the current GRV 'Employee Enterprise Agreement'</li> <li>• The GRV environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. GRV employees are bound by a number of regulatory Government requirements. In addition, all staff are required to abide by GRV policies including restricted gambling, greyhound ownership and the Code of Conduct for Victorian Public Sector Employees.</li> <li>• All employment at GRV is subject to a satisfactory police check prior to commencement</li> <li>• All employees at GRV are required to have the right to work in Australia.</li> <li>• All employees are required to comply with WHS statutory obligations.</li> <li>• GRV is an EEO employer.</li> </ul>	

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_