



Public Affairs Adviser

- **West Melbourne**
- **Permanent Position**
- **Newly Created Position**

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 racegoers. 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 and are seeking a passionate and professional person to fill the role of Public Affairs Adviser

Assist the Public Affairs team in keeping abreast of potential public issues facing Greyhound Racing Victoria, contributing to the Public Affairs strategy and understanding Government legislation and policy surrounding greyhound racing.

In conjunction with the Marketing team, the position will advise clubs on media opportunities and develop relationships with regionally relevant media to enhance the clubs ability to have content placed in a timely and relevant manner.

To seek, serve, support and monitor media outlets that produce greyhound (racing or welfare) related content in order to ensure the GRV Marketing and Communications objectives are met and the brand of greyhound racing is enhanced. Enhance the public perception of greyhound racing and GRV by working with GRV departments to deliver accurate and timely industry communications to participants and consumers that are befitting of 'the noble breed'.

To be considered for this position you will demonstrate :

- Experience in preparing media releases and other communications in relation to services and products in the public sector
- Proven ability to respond to media, stakeholder and general public inquiries and requests
- Experience as a contact for all media enquiries including out of hours to ensure relationships are maintained by providing accurate and timely information
- Manage media monitoring
- Coordinate and manage media events and press conferences
- Monitor and update appropriate social media accounts
- Experience in liaising with key Government stakeholders and researching legislation and bills
- Demonstrated ability to research, write and distribute pro active and re active content relative to subject matter and general media releases and other relevant communications to keep industry stakeholders informed

- Experience in ensuring all communications are clear, concise and are presented in a manner consistent with the organisations brand and image
- Minimum 5 years experience in a Media/Marketing role within a fast paced, high volume environment
- Experience in a Government or not for profit organisation or statutory body
- Highly developed communication, interpersonal and written skills

To apply for this position please send your cover letter addressing the above selection criteria together with a copy of your resume to careers@grv.org.au by Close of Business on Friday 29th July 2016.

For further information please contact Joe Ruggiero on telephone number (03) 8329 1132 or for a copy of the position description, please visit our web site – www.grv.or.au

GRV is an EEO employer

All offers of Employment will be subject to a satisfactory police check

All employees must have the right to work in Australia