NATIONAL CENTRE OF INDIGENOUS EXCELLENCE

Marketing Coordinator

Position Description

Job Title: Marketing Coordinator	**Position Reports To:** Media, Marketing & Communications Manager
Location: National Centre of Indigenous Excellence, 180 George St, Redfern	
Status: Full time Fixed Term	**Direct reports: Nil**

This position description is intended to be a guide to the principal duties and responsibilities of the post and includes specific tasks by way of illustration. It is not intended to be a definitive or exhaustive list.
Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Primary Purpose of Role

The Marketing Coordinator is responsible for:

- Working with Media and Communications team members and NCIE services to oversee and contribute to marketing of the NCIE and our services in line with NCIE's strategic plan
- Managing on-time production and distribution of marketing collateral internally and externally
- Ensure that all marketing is sharp, on-brand and contributes to business growth and positive perceptions of the NCIE.

Qualifications

Completion of, or progress towards, an appropriate tertiary qualification is desirable. A NSW Working with Children clearance is required for this role

Key Result Areas

Key performance indicators for this role include:

- Develop and produce content as required for marketing products
- Be an integral driver of digital strategy and content organisation
- Creating great working relationships with NCIE services in relation to their marketing needs
- Manage external contractors working on specific marketing projects
- Contribute to internal communications strategies and content
- Understanding the positioning of NCIE services and monitoring potential new marketing opportunities.

Key Result Areas (cont)

Employee WHS	• Modelling healthy and safe behaviour and ensuring personal health and safety at work. • Not adversely affecting the health and safety of other workers or persons. • Proactively detecting and reporting hazards, then reporting them to the line manager to ensure timely and proper control. • Complying with all reasonable instructions, policy, procedures and safely using equipment. • Reporting any incidents (near misses/injury/illnesses).
NCIE's core values	• Consistently act in accordance with the NCIE's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making.

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Risk Management	•	Assists with developing and managing a consolidated organisational risk and compliance portfolio including but not limited to WHS, financial, people, systems and operational risk.
NCIE Policies and Procedures	•	Contribute to the development, compliance, maintenance, training and application of NCIE policies and procedures.

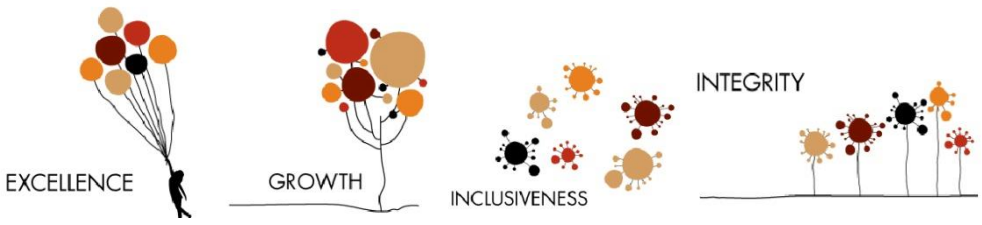
Selection Criteria

The occupant of this position will be able to demonstrate the possession of the following criteria:

1. Experience in organisation marketing branding and general communications with a wide range of stakeholders
2. Experience with website content management systems and with Adobe Creative Suite programs and/or other online production software
3. Strong and clear writing skills good understand of digital communications and marketing principles
4. Eye for detail, deadline focussed, hard-working and able to manage and prioritise multiple tasks
5. Able to self-motivate with the ability to work both independently and in a collaborative team environment
6. Experience in working with diverse vendors and suppliers simultaneously;
7. Experience in communicating and working constructively with Aboriginal and Torres Strait Islander individuals, families, communities and organisations and developing and maintaining effective networks, alliances and relationships
8. Experience or close association with social enterprise marketing
9. Demonstrated understanding, if not lived experience of, Aboriginal and Torres Strait islander people, cultures and issues
10. Experience in project administration, coordination and planning
11. Well developed interpersonal, written and oral communication skills
12. Well developed computing skills, particularly the ability to utilise the Microsoft Office suite of applications in a MS Windows environment.

Practical Requirements

The preferred candidate will be engaged on a one year fixed term Employment Agreement.

Work outside of the normal hours of duty may be required. Some travel may be required. Employment will be subject to a Criminal History Check and the candidate must have or have the ability to get a NSW Working with Children Check clearance. Possession of a valid driver's licence is essential. Any disqualification of your driver's licence may result in termination of employment.

Appointment to this position of a person not currently an officer of NCIE will be subject to a probationary period of 6 months.