

Marketing and Communications Manager

University Recreation and Aquatic Centre Ltd.

Responsible to the Executive Director, URAC Ltd, this position will coordinate a wide-ranging program of communications, marketing and public relations activities to promote URAC and its strategic outcomes and inform its various stakeholder groups and the public about its services and programs. The role encompasses URAC website content management, publication development, coordination of events, workshops and conferences, developing and delivering all URAC public relations efforts in conjunction with the University's media relations activities.

Essential Experience:

- Knowledge and understanding of marketing and communication strategy, principles and methods, including brand development and management
- Knowledge and understanding of procurement processes and contract management, especially as this relates to the procurement of design and production services
- Highly competent user of Microsoft products including design and website content management applications
- Excellent written and verbal communication skills and demonstrated ability to compose and present written material for a range of target audiences
- Demonstrated skills in stakeholder management and relationship building
- Demonstrated problem-solving, negotiation and conflict management skills
- Excellent time management and organisational skills

Essential Qualifications:

- Tertiary qualifications in a relevant discipline and/or relevant professional experience and training
- Substantial experience in developing and implementing communications and public relations strategies
- Experience in the management of Print and Web content and related technologies

Desirable:

- Experience in sports, fitness, health recreation or related areas, and presenting complex health/fitness/sports facility material for general audiences

Salary range: UoW Level 6/7, \$59,781-74,211 plus 9% employer super contribution.

Closing date: Friday, August 27th at 5pm, via email only.

Further information and submission of applications:

URAC website: <http://www.urac.com.au/jobs.html>

Paul Manning, Executive Director, URAC Ltd.

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