



ROLE DESCRIPTION

ROLE TITLE: Commercial Coordinator CLASSIFICATION: ASO4 ROLE NUMBER: P48448	AGENCY: South Australian Motor Sport Board BUSINESS UNIT: Commercial
REPORTS TO: Commercial Director	ROLES REPORTING TO THIS ROLE: Nil BUDGET: trade & activations budget
ROLE PURPOSE: The Commercial Coordinator is responsible for assisting in the coordination, administration and delivery of activities that support the achievement of commercial objectives for motorsport events conducted by South Australian Motor Sport Board (SAMSB). In event you will have responsibility for the management of trade and activations.	
KEY OUTCOMES OF ROLE: 1 Contribute to the delivery of agreed commercial development plans for motorsport events including event operations support, ticketing distribution as well as CRM, email and correspondence management. 2 Provide Administrative support to the Commercial team, assisting in the preparation of sales proposals, sponsor debriefs and collateral, resources and information distributed to commercial partners and suppliers. 3 Management of various finance related activities including team expense management and reconciliation. 4 Management of Charity Requests and Submissions, including correspondence, database and organising Charity Submission reviews.	5 Actively seeking out new leads for trade, activation and merchandise sites. This includes attending local events and expos to approach likely vendors. 6 Management and coordination of all aspects of trade activations and merchandise sites for motorsport events, including invoicing and debt recovery, site layouts and website management. 7 In-event operational support for Partner Experiences, including course car rides, pit walks, grid walks and podium tours.
KEY RELATIONSHIPS / INTERACTIONS: <ul style="list-style-type: none">▪ Commercial team▪ SAMSB Team▪ Event commercial partners▪ Trade Activation and Merchandise Vendors▪ External contracted suppliers and other suppliers working for motorsport events▪ Members of the public, customers and clients	



SPECIAL CONDITIONS:

- Applicants will be required to work extended hours leading into and during major events.
- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires:
 - ☒ National Police Check (required for all roles)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.

KEY SELECTION CRITERIA:

- Experience in event co-ordination and/or professional sporting or entertainment industries
- Possess high level written and verbal communication and presentation skills which result in effective and appropriate communication with a broad range of people.
- Demonstrated ability to use a full range of Information Technology and record management systems at a high level, including the MS Suite (Word, Outlook, Excel, PowerPoint, SharePoint)
- Proven ability to cope with high volumes of work, changing priorities, dealing with competing demands and working to meet critical deadlines whilst maintaining a high quality of work and providing efficient services.
- Sound knowledge of administrative procedures, policies and systems, including financial management, accounts processing and sales administration.
- Experience in records and financial management and other website-based administration systems.
- Ability to manage budget and expense processes, including allocation of budget lines and full reconciliations.
- Effective organisation, time management, and customer service skills
- Ability to work both independently and within a team environment and contribute to a spirit of team cooperation
- Experience and enthusiasm for motor sport/ events is highly desirable.

SOUTH AUSTRALIAN PUBLIC SECTOR PURPOSE

- Making a difference so South Australia thrives

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.



CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Holds Big Picture View at Local and Individual Level

- Sees the big picture and understands how their work contributes to the strategic direction
- Understands and supports organisational goals and business objectives
- Responds in a positive and flexible manner to change and uncertainty
- Identifies, defines and solves problems that may impact on own work objectives
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes

Achieves Results

- Understands individual and team capabilities and makes effective use of own capabilities
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results
- Understands how work practices are governed by Public Sector legislation, regulations and policies
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes
- Applies specialist expertise of self and others to achieve business outcomes

Promotes Business Excellence

- Provides support to implement new innovative initiatives and promotes change
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards
- Promotes a strong customer service culture by understanding needs
- Assists and supports financial monitoring, procurement and contract procedures

Builds Positive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Displays Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance & seeks feedback from others. Recognises how behaviour impacts on others
- Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained