

JOB DESCRIPTION

Agency	Department of Tourism and Culture		Work Unit	NT Convention Bureau	
Job Title	Director NT Convention Bureau		Designation	Senior Administrative Officer 2	
Job Type	Full Time		Duration	Ongoing	
Salary	\$129,137 - \$140,750		Location	Darwin	
Position Number	94170086	RTF	118919	Closing	01/06/2017
Contact	Angela Collard on 0428 101 534 or angela.collard@nt.gov.au				
Agency Information	www.tourismnt.com.au				
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here				
Information about Selected Applicant's Merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here				
Special Measures	Not applicable to this vacancy.				
Apply Online Link	https://jobs.nt.gov.au/Home/Application?rtfld=118919				

Primary Objective: In partnership with NT industry operators, drive the strategic growth of the Northern Territory as a Business Events (BE) destination.

Context Statement: The NTCB comprises a small geographically-dispersed team which works closely with industry operators, national and international organisations, the local business community and across government to shape activities and achieve outcomes. Consequently, significant travel and out of hours attendance at meetings and other events is required.

Key Duties and Responsibilities:

1. Market the NT as an attractive, viable and competitive destination to the conventions, meetings and incentive travel marketplace, whilst also encouraging the development of quality Business Events products, experiences and services for delivery by NT industry operators.
2. Provide leadership to the NTCB, effectively utilising allocated resources in the development and delivery of strategies to position the Northern Territory as a destination of choice for business events.
3. Build and maintain effective working relationships across the specialised business events distribution network, within Government and with the Territory's broader business and industry sectors to identify new BE opportunities for the Northern Territory. Liaise with NT industry operators to enhance their product and service delivery, to meet the high and ever-changing expectations of BE planners and participants.
4. Provide BE planners with expert advice, destination and product information and access to NT contacts, with the aim of positively influencing their decisions to hold Business Events in the Northern Territory.
5. Represent Tourism NT at industry functions, forums and presentations for NT industry operators, providing Business Event activity updates and key messages on how to improve the Territory's competitive position.
6. Prepare correspondence, briefings and reports for Government, the NT Tourism Board and the agency's Executive Team, as appropriate.

Selection Criteria

Essential:

1. Prior experience working within tourism, preferably within the Business Events or destination development fields, with an established network of contacts that would be of immediate benefit to the Northern Territory.
2. Sound leadership skills and demonstrated capacity to effectively manage resources to develop, implement and evaluate plans and activities in line with strategic priorities.
3. Strategic perspective, commercial acumen and proven experience in delivering outcomes that have positively impacted a destination, tourism sector or an organisation.
4. Self-motivation and an innovative and entrepreneurial approach to delivering feasible outcomes.
5. Well-developed written and oral communication skills (including public speaking) and high level conceptual, analytical and collaborative capability.

Desirable

1. Sound knowledge of the NT tourism industry (as it relates to the BE sector), awareness of trends at a local, national and international level and ability to assist local industry to respond to potential challenges.
2. Detailed understanding of the BE market place, its structure and distribution network, as well as key influencers.
3. Tertiary qualifications in a related field such as marketing.

Approved:

Angela Collard, Executive Director Tourism NT