









e-Tourism Marketing Specialist

1. Role Profile

Role title	e-Tourism Marketing Specialist			
Also known as				
Relevant professions	Web marketing specialist SEO Manager SEM & Online PR Manager		culation and exemption for	
Summary statement	tourism organisations and de	The e-Tourism Marketing Specialist deals with online marketing and promotion for tourism organisations and destinations.		
Mission	and/or sales through online a	s of tourism campaigns by ge applications or campaigns.		
Deliverables	 Accountable e-Marketing campaigns Marketing analysis and reports 	 Responsible Define and take charge of the promotion of a website, online application or online campaign Develop, manage, and optimize e-marketing programs Provide analysis and insight on e-marketing programs Evaluate new e-marketing opportunities to maximize growth 	 Marketing strategy Marketing strategy plan Communication / Social media strategy / plan Sales strategy /plan 	
Main task/s	 Use advanced ICT tools to dynamically interact with clients, providing advice about regions, promoting destinations globally, handling complaints and ensuring that special groups, such as disabled travellers, are adequately served. Develop e-Marketing strategy in coordination with the online community / social media manager and the e e-sales specialist. Plan and execute e-marketing campaigns. Develop conversion strategies such as converting page-views to revenue. Manage Search Engine Marketing (SEM), pay-per-click (PPC) advertising, plan, execute and monitor key word marketing campaigns. Manage Search Engine Optimisation (SEO) to achieve optimal search engine results. Manage affiliate marketing programmes. Manage e-mail marketing and Customer Relationship Management (CRM) programmes. 			
Environment	 Provide detailed analysis and reports on the success of e-marketing campaigns. The e-Tourism Marketing Specialist usually works with the marketing team while collaborating closely with the social media and team 			
KPI's	Number of new visitoPage views / visitor	per customer per year	2	





	•	Cancellation rate SEO/SEM performance indicators: CPA (Cost-Per-Action), ROAS (Return On Advertisement Spending), Google AdWords' Quality Score
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2. Role Profile

2.1 Profile Summary

Area: As. Conjectan:	Managerial	Behavioural	Technical	e-Tourism Marketing Specialist
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D.2. ICT Gualty Strategy Development				-
D.3. Education and Training Provision				
D.4. Purchasing. "			┎╌┆╴┆╴┆╴┆╴┆╴┆╴┆╴┆╴╡╴	
D.S. Sales Proposal Development	x			
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2.2 Detailed Profile

A. PLAN

A. 1 IS and Business Strategy Alignment

Dimension 2: e- Competences: Title + generic description	Anticipates long term business requirements and determines the IS model in line with the e- tourism organisation policy. Makes strategic IS policy decisions, from an e-marketing point of view, for the enterprise, including sourcing strategies.		
Dimension 3: e-	Level 1		
Competence proficiency levels	Level 2		
	Level 3		
	Level 4	Provides leadership for the construction and implementation of long term innovative IS solutions, from an e-marketing point of view.	
	Level 5		
Dimension 4: Knowledge and Skills		B05: Is committed to corporate strategy and aware of corporate culture	

A.3 Business Plan Development

A.5 Business I tull B			
Dimension 2: e- Competences: Title + generic description	Addresses the design and structure of an e-marketing plan (an important component of the business plan) including the identification of alternative approaches as well as return on investment propositions. Considers the possible and applicable sourcing models. Presents cost benefit analysis and reasoned arguments in support of the selected strategy. Ensures the strategic application of technology for business benefit. Communicates the plan to relevant stakeholders and addresses political, financial, and organisational interests, including SWOT analysis.		
Dimension 3: e-	Level 1		
Competence			
proficiency levels	Level 2		
	Level 3	Exploits specialist knowledge to provide analysis of market environment, etc.	
	Level 4	Provides leadership for the creation of an information system strategy that meets the requirements of the business.	
	Level 5	Applies strategic thinking and organizational leadership to exploit the capability of Information Technology to improve the business.	
Dimension 4:		B11: Can analyse	
Knowledge and		M02: Has knowledge of budgeting/estimating issues and practices	
Skills			

A.4 Product or Project Planning

Dimension 2: e-	Analyses and defines current and target status of an e-marketing campaign. Estimates cost		
Competences: Title	effectiveness, p	points of risk, opportunities, strengths and weaknesses, with a critical approach.	
+ generic	Creates structu	re plans; establishes timescales and milestones. Manages change requests.	
description		quantity and provides an overview of additional documentation requirements.	
	Specifies correc	t handling of products.	
Dimension 3: e-	Level 1		
Competence			
proficiency levels	Level 2	Acts systematically to document standard and simple elements of product or	
proficiency levels		project.	
	Level 3	Exploits specialist knowledge to create and maintain complex documents of	
		the project or product.	
	Level 4	Acts with wide ranging accountability to take responsibility for complete	
		project or product plan, within the framework of the e-marketing strategy.	
	Level 5		





Dimension 4:	T06: Can draft texts, clearly and concisely, with due regard for orthography
Knowledge and	and grammar
Skills	T08: Can explain how technical improvements add value
	B01: Is innovative, creative, imaginative, artistic
	B03: Is precise and aware of details
	B05: Is committed to corporate strategy and aware of corporate culture
	B10: Can seek, measure, organize, synthetize and report
	M02: Has knowledge of budgeting / estimating issues and practices
	M06: Can assess the impact of actions / activities

A.6 Application Design

Dimension 2: e- Competences: Title + generic description	During the planning and specification process of the e-marketing plan, defines the most suitable ICT solutions, in accordance with ICT policy and user/ customer needs. Accurately estimates development, installation and maintenance of application costs. Selects appropriate technical options for solution design, optimising the balance between cost and quality. Identifies a common reference framework to validate the models with representative users.		
Dimension 3: e- Competence	Level 1		
proficiency levels	Level 2		
	Level 3	Accounts for own and others actions in ensuring that the application is correctly integrated within a complex environment and complies with user/ customer needs.	
	Level 4		
	Level 5		
Dimension 4: Knowledge and Skills		B01: Is innovative, creative, imaginative, artistic B03: Is precise and aware of details	

A.7 Technology & Market Trends Watching

37		5		
Dimension 2: e-	Explores latest ICT technological developments and market trends in the field of e-tourism to			
Competences: Title	establish under	establish understanding of evolving requirements. Devises innovative solutions for integration of		
+ generic	new technology	y into existing products, applications or services or for the creation of new		
description	solutions.			
Dimension 3: e-	Level 1			
Competence proficiency levels	Level 2			
	Level 3			
	Level 4	Exploits wide ranging specialist knowledge of new and emerging technologies, coupled with a deep understanding of the business and the clients' needs, to envision and articulate the solutions of the future. Provides expert guidance and advice, to the leadership teams in business and in technology, about potential innovations that would boost the visibility of the company/destination to support strategic decision-making.		
	Level 5			
Dimension 4:		T08: Can foresee relevant technical developments		
Knowledge and		B05: Is committed to corporate strategy and aware of corporate culture		
Skills		M07: Can foresee latest trends and evolutions in the market		

A.8 Sustainable Development

A.0 Justainable Dev			
Dimension 2: e-	Estimates the impact of e-marketing campaigns in terms of eco responsibilities including energy		
Competences: Title	consumption. Advises business and stakeholders on sustainable destination alternatives that are		
+ generic	consistent with the business strategy. Applies a purchasing and sales policy which fulfils eco-		
description	responsibilities.		
Dimension 3: e-	Level 1		
Competence			
proficiency levels	Level 2		
projicičnej levels			





	Level 3	Promotes awareness, training and commitment for the deployment of sustainable destinations and applies the necessary tools for piloting this approach.
	Level 4	
	Level 5	
Dimension 4: Knowledge and Skills		M03: Has knowledge of regulatory issues in particular environmental regulations

B. BUILD

B.1 Design and Development

Dimension 2: e- Competences: Title + generic	Acts systematically and creatively to design, engineer and integrate e-marketing modules and components into a website or application by considering the required specifications. Tests singular units and the whole system to ensure that all functional and performance criteria are		
description	met.		
Dimension 3: e- Competence	Level 1		
proficiency levels	Level 2	Systematically develops small components.	
	Level 3	Acts creatively to develop and integrate components into a larger product.	
	Level 4	Handles complexity by developing standard procedures and architectures in support of cohesive product development.	
	Level 5		
Dimension 4: Knowledge and Skills		 T01: Has knowledge of netiquette, interactive virtual environments and social networks usages T02: Has knowledge of online usability requirements T03: Has knowledge of e-reputation management T04: Can promote and sell products or services online T08: Can foresee relevant technical developments T09: Can assess the impact of relevant standards B09: Can communicate effectively (also in foreign languages) 	

B.2 Systems Integration

Dimension 2: e-		Installs the e-marketing modules into an existing or proposed system. To ensure interoperability		
Competences: Title	and integrity of the overall system functionality and reliability, complies with established			
+ generic	processes and p	procedures. Considers the specification, capacity and compatibility of existing		
description	and new module	25.		
Dimension 3: e-	Level 1			
Competence proficiency levels	Level 2	Acts systematically to identify compatibility of software and hardware specifications. Documents all activities during installation and records deviations and remedial activities.		
	Level 3	Accounts for own and others actions in the integration process. Complies with appropriate standards and change control procedures to maintain integrity of the overall system functionality and reliability.		
	Level 4			
	Level 5			
Dimension 4: Knowledge and Skills		B03: Is precise and aware of details		

B.3 Testing





Dimension 2: e- Competences: Title + generic description	Constructs and executes systematic test procedures for e-marketing systems or customer usability requirements to establish compliance with design specifications. Ensures that new or revised components or systems perform to expectation. Ensures meeting of internal, external, national and international standards; including health and safety, usability, performance, reliability or compatibility. Produces documents and reports to evidence certification requirements.		
Dimension 3: e-	Level 1		
Competence proficiency levels	Level 2	Organises test programmes and builds scripts to stress test potential vulnerabilities. Records and reports outcomes providing analysis of results.	
	Level 3	Exploits specialist knowledge to supervise complex testing programmes. Ensures tests and results are documented to provide input to subsequent process owners such as designers, users or maintainers - should other(s) that her/himself are involved. Accountable for compliance with testing procedures including a documented audit trail.	
	Level 4		
	Level 5		
Dimension 4: Knowledge and Skills		B03: Is precise and aware of details B04: Is customer orientated B11: Can analyse	

B.4 Solution Deployment

Dimension 2: e- Competences: Title + generic description	Following predefined general standards of practice carries out planned necessary interventions to implement solution, including installing, upgrading or decommissioning. Configures hardware and software to ensure interoperability of system components and debugs any resultant faults or incompatibilities. Engages additional specialist resources if required, such as third party network providers. Formally hands over fully operational solution to user and completes documentation recording all relevant information, including equipment addressees, configuration and performance data.	
Dimension 3: e-	Level 1	
Competence proficiency levels	Level 2	Acts systematically to build or deconstruct e-marketing elements. Identifies non performing components and establishes root cause of failure within the overall solution. Provides support to less experienced colleagues.
	Level 3	Accounts for own and others actions within solution provision activities including comprehensive communications with client. Exploits specialist knowledge to influence solution construction. Gives advice on aligning work processes and procedures with software and mobile upgrades.
	Level 4	
	Level 5	
Dimension 4: Knowledge and Skills		M04: Has marketing knowledge

B.5 Documentation Production

B.5 Boculientation	Troduction		
Dimension 2: e- Competences: Title + generic description	Produces documents describing products, services, components or applications to establish compliance with relevant documentation requirements. Selects appropriate style and media for presentation materials. Creates templates for document-management systems. Ensures that functions and features are documented in an appropriate way. Ensures that existing documents are valid and up to date.		
Dimension 3: e-	Level 1		
Competence proficiency levels	Level 2	Determines documentation requirements taking into account the purpose and environment to which it applies.	
	Level 3	Adapts the level of detail according to the objective of the documentation and the targeted population.	
	Level 4		
	Level 5		





Dimension 4:	T06: Can draft texts, clearly and concisely, with due regard for orthography
Knowledge and	and grammar
Skills	B03: Is precise and aware of details

C. RUN

C.3 Service Delivery

Dimension 2: e- Competences: Title + generic description	Takes proactive steps to ensure a stable and secure e-marketing application infrastructure by escalating potential service level failures and recommending actions for service improvement. Updates operational document library and logs all operational events. Maintains monitoring and management tools (i.e. Scripts, Procedures).		
Dimension 3: e-	Level 1		
Competence proficiency levels	Level 2	Systematically analyses performance data and communicates findings to senior experts. Escalates potential service level failures and recommends actions to improve service reliability. Tracks reliability data against service level agreement.	
	Level 3	Programmes the schedule of operational tasks. Manages costs and budget according to the internal procedures and external constraints. Identifies people requirements to resource the operational management of the ICT infrastructure.	
	Level 4		
	Level 5		
Dimension 4: Knowledge and Skills		B03: Is precise and aware of details B05: Is committed to corporate strategy and aware of corporate culture B11: Can analyse	

C.4 Problem Management

C.4 Problem Manag	ement		
Dimension 2: e- Competences: Title	Identifies and resolves the root cause of incidents. Takes a proactive approach to the root cause of e-marketing problems. Deploys a knowledge system based on recurrence of common errors.		
+ generic description			
Dimension 3: e-	Level 1		
Competence proficiency levels	Level 2		
	Level 3	Exploits specialist knowledge and in-depth understanding of the ICT infrastructure and problem management process to identify failures and resolve with minimum outage. Makes sound decisions in emotionally charged environments on appropriate action required to minimise business impact. Rapidly identifies failing component, selects alternatives such as repair, replace or reconfigure.	
	Level 4		
	Level 5		
Dimension 4: Knowledge and Skills		B10: Can seek, measure, organize, synthetize and report B11: Can analyse B12: Can explain	

D. ENABLE

D.4 Purchasing

				
Dimension 2: e-	Applies a cons	istent procurement procedure, including deployment of the following sub		
Competences: Title	processes: spec	processes: specification requirements, supplier identification, proposal analysis, evaluation of		
+ generic	the energy efficiency and environmental compliance of products, suppliers and their processes,			
description	contract negotiation, supplier selection and contract placement. Ensures that the entire			
-	purchasing proc	ess is fit for purpose and adds business value to the organisation.		
Dimension 3: e-	Level 1			
Competence				
- F	Level 2			
proficiency levels				

European Competence Profiles in e-Tourism Functions - e-Tourism Marketing Specialist





	Level 3	Exploits specialist knowledge to deploy the purchasing process, ensuring positive commercial relationships with suppliers. Selects suppliers, products and services by evaluating performance, cost, timeliness and quality. Decides contract placement and complies with organisational policies.
	Level 4	
	Level 5	
Dimension 4: Knowledge and Skills		M01: Has knowledge of project management principles

D.7 Sales Management

Dimension 2: e- Competences: Title + generic description	strategy. Demor customers and p sales enquiries systematic app forecasting, pro	ievement of sales results through the establishment of marketing and sales instrates the added value of the tourism products and services to new or existing prospects. Establishes a sales support procedure providing efficient response to , consistent with company marketing strategy and policy. Establishes a proach to the entire sales process, including understanding client needs, spect evaluation, negotiation tactics and sales closure.
Dimension 3: e- Competence	Level 1 Level 2	
proficiency levels	Level 3	
	Level 4	Assesses and estimates appropriate destination marketing and sales strategies to deliver company results. Decides and allocates annual sales targets and adjusts incentives to meet market conditions.
	Level 5	Assumes ultimate responsibility for the sales performance of the organisation. Authorises resource allocation and prioritises product and service promotions.
Dimension 4: Knowledge and Skills		M04: Has marketing knowledge

D.8 Contract Management

D.0 Contract Manag				
Dimension 2: e- Competences: Title	supplier deliver	Provides and negotiates contract in accordance with organisational processes. Ensures that supplier deliverables are provided on time, meet quality standards and comply with agreed		
+ generic		Addresses non-compliance, escalates significant issues, drives recovery plans and		
description	if necessary amends contracts. Maintains budget integrity. Assesses and addresses supplier compliance to legal, health and safety and security standards. Actively pursues regular supplier communication.			
Dimension 3: e- Competence	Level 1			
proficiency levels	Level 2	Acts systematically to monitor contract compliance and promptly escalate defaults.		
	Level 3	Evaluates supplier contract performance by monitoring performance indicators. Assures performance of the complete e-marketing channels. Influences the terms of contract renewal.		
	Level 4			
	Level 5			
Dimension 4:		B06: Has presentation / moderation skills		
Knowledge and Skills		M03: Has knowledge of regulatory issues		

E. MANAGE

E.1 Forecast Development

Dimension 2: e-	Interprets e-tourism needs and evaluates market acceptance of products or services. Assesses
Competences: Title	the organisations' potential to meet future production and quality requirements. Applies
+ generic	relevant metrics to enable accurate decision making in support of production, marketing, sales
description	and distribution functions.





Dimension 3: e-	Level 1	
Competence proficiency levels	Level 2	
	Level 3	Exploits skills to provide short-term forecast using market inputs and assessing the organisations' production and selling capabilities
	Level 4	Acts with wide ranging accountability for the production of a long-term forecast. Understands the global e-tourism marketplace, identifying and evaluating relevant inputs from the broader business, political and social context.
	Level 5	
Dimension 4: Knowledge and Skills		T08: Can foresee relevant technical developments B05: Is committed to corporate strategy and aware of corporate culture B11: Can analyse M01: Has knowledge of project management principles M07: Can foresee latest trends and evolutions in the market

E.2 Project and Portfolio Management

Dimension 2: e- Competences: Title	Plans and directs the portfolio of e-marketing projects to ensure co-ordination and management of interdependencies. Orchestrates projects to develop or implement new, internal or	
+ generic description	externally defined processes to meet identified business needs. Defines activities, responsibilities, critical milestones, resources, skills needs, interfaces and budget. Develops contingency plans to address potential implementation issues. Delivers project on time, on budget and in accordance with original requirements. Creates and maintains documents to facilitate monitoring of project progress.	
Dimension 3: e-	Level 1	
Competence proficiency levels	Level 2	Understands and applies the principles of project management and applies methodologies, tools and processes to manage simple projects.
	Level 3	Accounts for own and others activities, working within the project boundary, making choices and giving instructions; manages and supervises relationships within the team; plans and establishes team objectives and outputs and documents results.
	Level 4	Exploits wide ranging skills in project management to work beyond project boundary. Manages complex projects or programmes, including interaction with others. Influences project marketing strategy by proposing new or alternative solutions. Takes overall responsibility for project outcomes, including finance and resource management. Is empowered to revise rules and choose standards.
	Level 5	
Dimension 4: Knowledge and Skills		 B05: Is committed to corporate strategy and aware of corporate culture B09: Can communicate effectively (also in foreign languages) B10: Can seek, measure, organize, synthetize and report M01: Has knowledge of project management principles M04: Has marketing knowledge

E.3 Risk Management

E.5 Kisk Managemen		
Dimension 2: e-	Implements the management of risk with regard to e-marketing and the application of the	
Competences: Title	enterprise defined risk management policy and procedure. Assesses risk to the organisations	
+ generic	business, and documents potential risk and containment plans.	
description		
Dimension 3: e- Competence proficiency levels	Level 1	
	Level 2	Understands and applies the principles of risk management and investigates
		ICT solutions to mitigate identified risks.
	Level 3	Decides on appropriate actions required to adapt security and address risk exposure. Evaluates, manages and ensures validation of exceptions; audits ICT processes and environment.
	Level 4	
	Level 5	





Dimension 4:	B05: Is committed to corporate strategy and aware of corporate culture
Knowledge and	M01: Has knowledge of project management principles
Skills	M03: Has knowledge of regulatory issues

E.4 Relationship Management

lagement		
Establishes and maintains positive business relationships between the client and provider		
(internal or external) deploying and complying with organisational processes. Maintains regular		
communication with client/ partner/ supplier, and addresses needs through empathy with their		
environment and managing supply chain communications. Ensures that client/ partner/ supplier		
needs, concerns	s or complaints are understood and addressed in accordance with organisational	
policy.		
Level 1		
1	Desitively interests with allower	
Level Z	Positively interacts with clients.	
Level 3	Accounts for own and others actions in managing a limited client base.	
Level 4		
Level 5		
	B02: Is ethical	
	B05: Is committed to corporate strategy and aware of corporate culture	
	B06: Has presentation/moderation skills	
	B07: Has good interpersonal skills concerns	
	B08: Can work in a team	
	(internal or ext communication environment an needs, concerns policy. Level 1 Level 2 Level 3 Level 4	

E.5 Process Improvement

Dimension 2: e-	Measures effect	iveness of existing e-tourism marketing processes. Researches and benchmarks	
Competences: Title	ICT process design from a variety of sources. Follows a systematic methodology to evaluate,		
+ generic	design and implement process or technology changes for measurable business benefit. Assesses		
description	potential adverse consequences of process change.		
Dimension 3: e-	Level 1		
Competence proficiency levels	Level 2		
	Level 3	Exploits specialist knowledge to research existing e-tourism marketing processes and solutions, in order to define possible innovations. Makes recommendations based on reasoned arguments.	
	Level 4	Provides leadership and authorizes implementation of innovations and improvements that will enhance competitiveness or efficiency. Demonstrates to senior management the business advantage of potential changes, within the framework of the e-marketing strategy.	
	Level 5		
Dimension 4:		T08: Can foresee relevant technical developments	
Knowledge and		B05: Is committed to corporate strategy and aware of corporate culture	
Skills		B10: Can seek, organize and synthetize	
		M07: Can foresee latest trends and evolutions in the market	

E.6 ICT Quality Management

Dimension 2: e-		narketing quality policy to maintain and enhance service provision. Plans and	
Competences: Title + generic	defines indicators to manage quality with respect to e-marketing strategy. Reviews quality performance indicators and recommends enhancements to influence continuous quality		
description	improvement.		
Dimension 3: e-	Level 1		
Competence proficiency levels	Level 2		
	Level 3	Evaluates quality management indicators and processes based on e-marketing quality policy and proposes remedial action.	
	Level 4		
	Level 5		





Dimension 4:	M01: Has knowledge of project management principles
Knowledge and	
Skills	





The e-Jobs Observatory is the collaborative platform for the promotion of excellence in e-Jobs, e-Skills and e-Competences

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