

ABC POSITION DESCRIPTION

Teams: Television	Position Title: Department Coordinator for Events
Department: Television - Events	Classification: Admin/Professional, Band 5, Schedule A (Non-Rostered)
Location: Sydney	Position No: S 50052713
Reporting to: Senior Manager of Events	Approval: 07.12.2017
Purpose: To provide high level of administrative assistance to the Events team and the Senior Manager of Events	
<p>Key Accountabilities:</p> <ul style="list-style-type: none"> • Provide high level administrative support to TV Events team and Senior Manager for Events, including preparation of documents and reports • Monitor enquiries and incoming correspondence and ensure appropriate follow up action; assist with compilation of reports and presentations, and drafting high level written correspondence and documentation. • Manage the diaries, appointments, travel, meetings, travel and schedules of the Senior Manager of Events and other team members as required. • Ensure environment is kept in a manner that aids creativity and efficiency. • Maintain office supplies, files databases, share drives and systems for the department, initiating and maintaining processes and systems to improve information sharing and reporting. • Act as the main point of contact for the TV Events team, providing advice and guidance, ensuring teams are briefed on deadlines, policies, procedures and activities. • Administer expenses, reconcile discrepancies and manage minor assets, ensuring resources are utilised in a cost effective manner and finding efficiencies and savings wherever possible. • Coordinate project activities and undertake research, analyse information and present research. • Actively promote the ABC values and apply all relevant workplace policies and guidelines • All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors and Other Officers 	
<p>Key Capabilities/Qualifications/Experience:</p> <ol style="list-style-type: none"> 1. Relevant tertiary qualifications or equivalent experience. 2. Demonstrated experience providing high level assistance to senior management, with a aptitude for accuracy and attention to detail. 3. Proven excellent organisational skills, with the above average ability to plan and use resources cost effectively 4. Demonstrated ability to foster proactive client relationships. 5. Demonstrated developed supervisory skills, with the ability to train staff in procedures and standards. 6. Proven excellent communication skills including ability to prepare clear and concise reports and presentations. 7. Demonstrated ability to work independently and effectively as part of a small team, with the ability to anticipate problems, explore alternatives and implement appropriate action. 8. Demonstrated ability to work effectively under pressure to meet specified timelines. 	

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9. Proven ability to source information accurately using a wide range of sources, contacts and documents.
10. Proven sound knowledge of ABC administrative and financial procedures including SAP is highly regarded.
11. Demonstrated knowledge and understanding of the television production process would be beneficial.
12. An understanding of and commitment to the ABC's [aims, values and workplace policies](#).