



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	PRACTICE CO-ORDINATOR
Position no:	50054741
Team:	[Finance]
Department:	ABC legal
Location:	Sydney
Reports to:	GENERAL COUNSEL 50024230
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 6-7]
HR Endorsement:	4/08/2021

Purpose

Provide high-level legal administrative support for the General Counsel (GC) in the design and the implementation of systems and processes to drive practice improvements as well as performing a variety of secretarial and technical functions with other related duties as assigned and lead, manage and co-ordinate the provision of administrative support across ABC Legal

Key Accountabilities

- Support GC in the design and implementation of practice improvement measures across ABC Legal eg going paperless, matter opening naming conventions, document creation and management protocols.
- Preparation of communications for distribution both internally and externally.
- Demonstrated ability to source information from a wide range of resources and undertake research as directed.
- Preparation (first draft) of a range of documents, reports and presentations.
- Carry out special projects and provide project support around legal initiatives.

- Keep abreast of internal organisational developments and brief GC and HOLOP including identifying impact of ABC Legal, recommending response and referring any actions for decision.
- Act as first point of contact for enquiries from MD, CFO, Board members and external stakeholders.
- Keep across all current matters being undertaken by GC and key milestones/timelines.
- Effectively coordinate daily activities of GC including complex diary management, oversee the coordination of meetings and agendas, travel arrangements and processing of related invoices.
- Monitor all incoming internal and external enquiries and correspondence and responding as appropriate and ensure follow up.
- Manage inbox of GC with each email read and categorised into appropriate method of response (read, action, reply); where appropriate responding to emails on behalf of GC or forwarding emails onto appropriate people; record action items and follow up to ensure completion.
- Develop and implement across ABC legal uniform administrative process to be adopted by all Legal assistants including : credit card reconciliation; payment of invoices, maintain records of attendance at training and CLE records; renewal of practising certificates and memberships; travel bookings and undertaking the administrative matters on behalf of GC.
- Manage and co-ordinate administrative assistants in ABC Legal to ensure consistent set of practices and protocols.
- Provide leadership and guidance to administrative assistants in ABC Legal to manage risk and ensure quality, act as a mentor.
- Undertake administrative tasks associated with all aspects of HR administration including the recruitment processes for ABC Legal and brief new starters on ABC Legal systems and policies on commencement.
- Manage the ABC Legal Intranet including directing and supervising the legal interns in relation to creation and posting of content.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Exceptional organisational and time management skills with a highly advanced ability to design and implement administrative processes to deliver operational/practice management improvements and efficiencies.
2. Demonstrated ability to provide effective operational leadership across a team of administrative assistants and demonstrate initiative.
3. Extensive experience in a legal environment.
4. Excellent written and verbal communication skills with aptitude for accuracy and attention to detail.
5. Demonstrated ability to exercise sound judgement under pressure, prioritise multiple requirements, and provide effective remote support with minimal direction.
6. Demonstrated ability to source information from a wide range of resources and undertake adhoc project and research work as required.

7. Comprehensive understanding of corporate processes, workflows and key policies.
8. Excellent interpersonal and problem-solving skills with experience in dealing appropriately with sensitive issues including highly confidential matters.
9. Flexibility to work autonomously or within a team to tight deadlines.
10. Digital literacy with a high proficiency with a broad range of computer based technologies and PC applications, with experience in image.
11. Proven ability to exercise discretion and maintain confidentiality of information.
12. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
13. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
14. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

