POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	SENIOR UNIT COORDINATOR
Position no:	50045708
Team:	[Audio]
Department:	Audio Operations
Location:	Ultimo
Reports to:	BUSINESS AND PLANNING LEAD 50046252
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 6]
HR Endorsement:	13/10/2026

Purpose

Provide high-level planning, resourcing, administration, local and strategic support to the Audio division to deliver the achievement of its objectives.

Key Accountabilities

- Lead, develop, and maintain rostering best practice with the utilisation of People Hub Workforce, tailored resource tools and local rosters to optimise operational workflow, including the development of accurate timekeeping and tracking, and management of staff leave.
- Under limited direction of the Business and Planning Lead, undertake finance administration activities, including: monitoring budget performance and variances; completing forecasting for cost centres; reviewing line items and pay summaries; preparing monthly journals and accruals. identifying opportunities for cost-saving measures within operational requirements
- Collaborate with key stakeholders to coordinate backfill administration for planned and unplanned leave and manage staff allocations in response to editorial changes.
- Maintain accurate timesheets, promptly resolve exceptions, and manage roster-related enquiries professionally. Escalate and action tickets to Workforce Services for People Hub Workforce compliance and reporting.
- Contribute to innovation and continuous improvement initiatives to enhance rostering efficiency through process and system enhancements.

- Prepare and coordinate staff engagements and contracts, external contributor agreements such as Independent Contract Agreements. Maintain best practice by utilising relevant SharePoint sites and tracking tools.
- Act as a point of contact for listener enquiries and collaborate with Audio Support colleagues to respond as appropriate within ABC Complaints & Correspondence guidelines, referring up as required.
- Manage, track and process invoices, reimbursements and accounts in accordance with ABC policies, using delegations to approve where applicable in ABC Finance systems, including SAP.
- Coordinate travel and accommodation arrangements, including preparation of travel proposals, costings and logistics including work health and safety administrative tasks ensuring compliance with organisation policies.
- Maintain team calendars and shared mailboxes; organise meetings, manage office supplies and equipment, and support the delivery of live events and key initiatives.
- Oversee general office administration, including raising purchase orders and organising catering as required.
- Liaise with Recruitment, HR, Tech Services, Security and Payroll to ensure a smooth onboarding experience for new starters.
- Provide ad hoc training and support to managers and content markers to promote the effective use of automated systems.
- Ensure compliance in line with the ABC Enterprise Agreement, guidelines and policy requirements.
- 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. Relevant tertiary qualifications or demonstrated equivalent skills, knowledge and experience in finance or business administration.
2. Demonstrated advanced administrative and organisational/logistical skills, with an aptitude for accuracy, attention to detail and the commitment to meet deadlines.
3. Demonstrated skills and experience in applying Enterprise Agreement requirements to rostering, time and attendance systems, ensuring both compliance and optimal resource use.
4. Demonstrated experience in operational rostering and time and attendance management, with a deep knowledge of scheduling tools and practices.
5. Demonstrated understanding of divisional and departmental objectives and their impact on workforce planning, rostering efficiency, contract management and recruitment. Apply this knowledge to identify and implement cost-optimisation strategies.
6. Advanced verbal and written communication skills, with an excellent capacity for teamwork and collaboration across diverse teams and stakeholder groups.
7. Proven experience in the interpretation and application of policies and guidelines, with the ability to act as a conduit between departments, translating information effectively and fostering alignment.
8. Advanced computer skills and ability to use a range of software applications including UKG and SAP Finance.

9. **ABC Values:** Demonstrated personal commitment to fostering an inclusive and respectful environment, grounded in integrity and aligned with the ABC Values of aiming high, thinking differently, taking ownership, and delivering together.
10. **ABC Policies:** Understanding of the relevance and scope of ABC Policies and the ABC Values 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 Values.
11. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

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