



## POSITION DESCRIPTION

Position Title	TEAM ASSISTANT	Position No.	50052194
Team	[Audiences]	Classification	[Administrative/Professional]
Department	ABC Made	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 2]
Reports to	CREATIVE MANAGER 30005644	HR Endorsement	18/02/2020
Purpose			

Undertake on the job training, gain skills and develop an understanding of all aspects of audience engagement and connection including marketing, promos, social media, audience measurement and support.

### Key Accountabilities

- Under close direction, receive training and assist with basic to straightforward activities in each workplace rotation, including, but not limited to:
  - Planning and resourcing techniques to support campaigns and events.
  - Understanding the process for developing radio and TV promotions, including software and technical elements involved with production.
  - Assisting with database management, design research projects, shoots and office duties.
  - Developing skills on audience understanding through measurement and data.
  - Developing audience management and support/customer service skills.
- Cooperate with other team members to achieve work outcomes.
- Actively participate in any team meetings to ensure a shared contribution to the team's objectives.
- Complete any documentation requirements for the relevant work area.
- Undertake any other appropriate training courses and on the job training as required.
- 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. Recently graduated from a relevant tertiary qualification.
2. Demonstrated commitment and passion in developing a career in marketing and/or creative services field.
3. Proficient ability to use computers and willingness to learn new technologies and systems.
4. Ability to work well with a team and take direction.
5. Proficient communication, organisational, time management skills.
6. Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people. And, ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.





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8. **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.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.