



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	EVENTS AND ADMINISTRATION COORDINATOR
Position no:	50063255
Team:	[Regional & Local]
Department:	Screen, Sport & Events
Location:	Southbank
Reports to:	PRODUCTION MANAGER 30003167
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 4]
HR Endorsement:	8/09/2022

Purpose

Provide administrative and event coordination support to align with ABC strategy and the achievement of Regional & Local's objectives.

Key Accountabilities

- Under routine direction and in collaboration with Management and colleagues, provide administrative and event coordination to deliver programs including but not limited to Heywire, International Day of People With Disability and Takeover.
- Coordinate logistics, travel, venues and catering for high profile ABC events; Including collaborating with young people to ensure their experience at ABC events is safe and positive.
- Assist with the purchasing, invoicing and reconciling in a timely manner through multiple systems.
- In collaboration with the respective Producer, prepare and complete Rights documents and risk assessments when required.
- Address enquires and correspondence from internal and external stakeholders and public in a professional manner.

- Contribute to the development and implementation of continuous improvement initiatives to promote efficiencies and effectiveness across the range of planning and administrative functions.
- 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 equivalent skills, knowledge and experience.
2. Demonstrated experience providing admin support with accomplished experience in events and project coordination.
3. Proficient interpersonal and communication skills and the ability to establish good working relationships with internal and external stakeholders.
4. Demonstrated knowledge and experience in booking travel, scheduling, procurement and processing of invoices.
5. Proficient skills in MS Office Suite, and ability to develop and maintain databases and information records.
6. Accomplished problem-solving, organisational and time management skills with the ability to prioritise work effectively and deliver to tight deadlines.
7. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **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.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

Special Requirements

- Possession of a current and valid Driver's Licence.
- Willingness and flexibility to travel to various locations.
- A current working with children/police clearance and ongoing renewal/maintenance of this clearance in accordance with relevant legislation.

