



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	ADMINISTRATION ASSISTANT
Position no:	50010563
Team:	[Product & Content Technology]
Department:	Information Technology
Location:	Ultimo
Reports to:	ASSISTANT TO HEAD IT 30002410
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 5]
HR Endorsement:	1/09/2021

Purpose

Provide administrative support to the Information Technology department to ensure the smooth and efficient operations of the department.

Key Accountabilities

Office Management

- Act as the first point of contact for the department: direct enquiries as necessary, follow-up enquiries promptly, determine priorities and deal with issues to completion or refer as appropriate.
- Carry out routine project work as required, including moderately complex research and analysis of data/information and preparation of less complex reports and other documentation.
- Develop, maintain and update relevant office records and information systems.
- Organise and arrange in-person and virtual meetings, conference room bookings, travel and accommodation.
- Monitor and maintain office equipment, stationary, vehicle leases and maintenance supplies.
- Coordinate and complete regular audits of IT computer equipment and telephony items to ensure correct cost recoveries.

- Contribute to the development, implementation and review of continuous improvement initiatives for the operations of the department.

People & Rostering

- Perform the rostering function for determined groups accurately and within pre-set timelines, assist with reviewing and resolving pay / leave queries and provide relevant fortnightly / monthly reporting.
- Submit weekly review of Workfront timesheets and ensure all are approved in a timely basis.
- Coordinate HR processes for the department, including but not limited to onboarding, offboarding, recruitment and associated reporting.
- Create and maintain personnel files, correspondence and other files as designated by management on behalf of determined groups.
- Organise staff training, induction sessions and events, and deliver straightforward training in departmental procedures.
- Provide policy and procedural advice to staff on administrative matters or redirect as appropriate.

Finance

- Reconcile and process department resource invoices, verifying hours / rates are correct as per timesheets and contracts, and liaise with external agencies to rectify any anomalies.
- In conjunction with Finance staff, ensure accurate raising of Purchase Requests and Purchase Orders for release by appropriate Manager. Follow process to ensure Goods Received for invoice to be paid in a timely manner.
- Process supply requisitions, orders, contracts and requests for tender/quotes; and reconcile procurement cards.

ABC Policies and Values

- 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 qualifications or equivalent skills, knowledge and experience. HSC and business college certificate are desirable.
2. Accomplished knowledge of office procedures.
3. Strong experience in the use of appropriate desktop office systems and platforms, including but not limited to, Microsoft, Workfront, SAP & Kronos
4. Demonstrated accomplished administrative and organisational skills with the ability to work to tight deadlines and manage priorities to ensure timely completion of work.
5. Strong communication (oral/written) and interpersonal skills with a client centric focus, and ability to convey information in a clear and concise manner.
6. Demonstrated ability to deal with confidential and sensitive matters and exercise initiative and sound judgement.
7. Strong ability to work under minimum supervision.
8. Experience in Kronos Workforce Dimension, SAP HR and SAP Finance are desirable.

9. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. **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.
11. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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