



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	SOFTWARE ASSURANCE COORDINATOR
Position no:	50071712
Team:	[Product & Technology]
Department:	Enterprise Technology & Platforms
Location:	Flexible
Reports to:	SERVICE DELIVERY TEAM LEAD 50069344
Classification:	Technologist
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 5-6]
HR Endorsement:	3/03/2026

Purpose

Support the ABC's Software Assurance Framework by coordinating the software lifecycle, managing assurance reviews, maintaining accurate software asset and licence records, and supporting compliance with governance, security and procurement requirements. Play a key part in reducing risk, improving visibility and supporting safe adoption of software across the organisation.

Key Accountabilities

- Coordinate the end-to-end software lifecycle, ensuring all requests follow the Software Assurance Framework, from registration and experimentation to assessment, approval, adoption and ongoing management.
- Support cross-functional assurance reviews, including scheduling, documentation preparation, facilitation and tracking of outcomes, risks and follow-up actions.
- Maintain accurate software assets, licence and entitlement records, including allocations, usage, renewals and optimisation opportunities to support compliance and cost management.
- Monitor compliance with software governance requirements, identifying potential shadow technology, supporting technical and policy enforcement, and preparing compliance and usage reports.

- Provide guidance and support to staff and business units on software onboarding, procurement pathways, forms and governance obligations, helping them navigate the process effectively.
- Contribute to continuous improvement initiatives including catalogue updates, rationalisation activities and enhancements to forms, workflows and review processes as the operating model matures.
- High attention to detail, particularly in managing licence data, documentation, compliance records and lifecycle tracking.
- Ability to work collaboratively in a structured governance environment and support constructive, risk-focused discussions.
- 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.
2. Demonstrated experience in software lifecycle, asset or licence management, including maintaining accurate records of licences, entitlements, allocations, usage and renewals, and supporting optimisation and remediation activities.
3. Ability to support structured governance and assurance processes, including coordinating risk-based reviews, preparing required documentation, managing follow-up actions, and working with cybersecurity, procurement, legal, architecture and P&T teams.
4. Strong organisational, analytical and administrative skills, including attention to detail in managing catalogues, usage data, compliance evidence and lifecycle tracking across multiple concurrent software requests.
5. Well-developed interpersonal and communication skills, with the ability to collaborate effectively across diverse stakeholder groups, provide guidance to business users, and support education and awareness activities related to software governance.
6. Understanding of software governance principles, including risk factors (e.g., data sensitivity, user volume, integration needs), compliance requirements, shadow IT detection, and the purpose of technical and policy controls.
7. Experience using or supporting ITSM, asset, or software management platforms, and an understanding of the importance of maintaining a single source of truth for software inventory, usage, compliance and spend.
8. **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.
9. **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.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

