



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	NEWS COORDINATOR
Position no:	30004183
Team:	[News, Analysis, Investigations]
Department:	News Operations WA
Location:	Perth
Reports to:	WESTERN AUSTRALIA NEWS EDITOR 30006466
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 3]
HR Endorsement:	10/11/2021

Purpose

As a member of the News Division administrative team, provide administrative support to the Senior News Coordinator and the wider state and territory News Team.

Key Accountabilities

- Under the routine direction of the Senior News Coordinator, collect and input data to prepare and process timesheets and rosters for the state and territory teams.
- Actively support senior staff in their daily activities including booking and coordinating meetings, travel and events and provide a proficient level of customer service to ABC guests where required.
- Assist with News Team expenditure including administering invoices, petty cash, payment requests and Cabcharge.
- Maintain and update office supplies, staff information and filing systems.
- Foster and maintain good working relationships within the team and other ABC departments as required to escalate enquiries, liaise with staff as a first point of contact and coordinate training and onboarding 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. Experience in providing administrative support including rostering. This role will include training and development with ABC procedures and software.
2. Good communication skills and the ability to work with a range of people both inside and outside the ABC. Showing an initiative when faced with issues.
3. Experience in record keeping and office management, with the capacity to learn and develop skills in this area.
4. A mature and confident approach to work and a good attention to detail and accuracy.
5. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
6. **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.
7. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
8. A demonstrated and ongoing interest and passion in finding and telling stories that reflect Australia's diversity.
9. A proven ability to source and maintain contacts across the broader Australian community.



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