



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	UNIT COORDINATOR MUSIC
Position no:	30000310
Team:	[Entertainment & Specialist]
Department:	Music
Location:	Melbourne
Reports to:	LEAD UNIT MANAGER, MUSIC 50046252
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 4]
HR Endorsement:	12/05/2020

Purpose

Provide administrative support to ABC Classic as well as the wider Music (triple j, Double J, triple j unearthed) Melbourne Team.

Key Accountabilities

- Provide administrative assistance to ABC Classic as well as the Melbourne Music team (ABC Classic, triple j, Double J, triple j Unearthed), including but not limited to:
 - Coordination of listener contacts (phone and email) including direct responses, researching and drafting responses
 - Coordinate meetings, take minutes, coordinate approvals and Cabcharge as required
 - Check and accurately input information into the roster plan and timesheet, ensuring the roster is authorised every fortnight
 - Under direction of the Lead Unit Manager, monitor budget performance and variances, review line items and pay summaries, and prepare monthly journals
 - Process invoices, payments, artist fees, reimbursements and accounts
 - Maintain Melbourne Music resources, assets and supplies for the Networks including purchasing, tracking and disposal

- Provide complex travel proposals and costings as required
- Provide support and ad hoc training for business automation where required
- Assist in the preparation of reports and summaries as directed
- Coordinate induction and HR administration processes.
- Provide routine HR advice to staff and management as appropriate.
- Provide administrative support for Music's special projects, including content initiatives, live events or outside broadcasts as directed.
- Provide backup and overflow support as required to other members of the Music admin team.
- 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. Appropriate educational qualifications and/or significant experience in business administration.
2. Demonstrated ability to communicate effectively as a front of house team member, including handling complaints, with excellent organisational skills and knowledge of general office admin and procedures, particularly in the areas of financial and HR management in line with ABC objectives.
3. Proven experience in the interpretation and application of policies and guidelines.
4. Accomplished computer skills and ability to use a range of software applications including SAP HR, SAP Finance and Office365 suite of programs.
5. Demonstrated ability to learn new processes and/or tackle new challenges.
6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
7. **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.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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