



# POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	COMMERCIAL ANALYST
Position no:	50069265
Team:	[Product & Technology]
Department:	Portfolio & Delivery Services
Location:	Ultimo
Reports to:	HEAD PORTFOLIO & DELIVERY SERVICES 50057953
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 7]
HR Endorsement:	24/07/2024

## Purpose

Manage commercial records, ensuring all P&T contracts are captured in Procure Hub for critical Murray Motion and Finance reporting in collaboration with the P&T support teams.

## Key Accountabilities

- Under broad direction, manage the reporting of contracts and commercial outcomes, including contract renewals with the relevant P&T teams, and liaise with Legal and Finance teams to focus on commercial outcomes.
- Provide advice to support teams on compliance reporting and procurement practices for efficient commercial operations.
- Monitor and report on commercial activities including upcoming expiries and renewals in collaboration with stakeholders (P&T leadership and key personnel, Legal, Finance, Procurement) to allow time for the best commercial outcomes.
- Prepare contract summaries highlighting commercial obligations, risks, and key performance indicators (KPIs) to enhance operational awareness and facilitate effective implementation, and liaise with the Commercial Manager and stakeholders to create contract management plans (including the management of KPIs) for contracts.

- Support the negotiation and management of contracts and agreements with vendors and partners including eSigning memos, whole of life (WOL) cost calculations, reviewing and annotating contracts, developing presentations and coordination of team activities.
- Develop and maintain a commercial reporting dashboard to demonstrate the P&T Partnerships team value, influence and performance.
- Partner with P&T stakeholders to confirm requirements, gather essential contract information, and draft documents that will enable effective negotiations and contract execution.
- Liaise with Procurement business partner to facilitate two-way flow of accurate, relevant information regarding P&T procurement activity for commercial reporting.
- Develop a comprehensive understanding of ABC procurement processes and policies through collaboration with the procurement business partner, ensuring adherence to these guidelines.
- 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 qualification, or equivalent extensive experience in Commercial Analyst or Government contract management, preferably in the technology industry.
2. Highly advanced commercial and contract lifecycle management skills with an understanding of legal clauses, and proven experience negotiating low to medium value technology agreements.
3. Highly developed communication, negotiation, interpersonal and stakeholder management skills with the ability to communicate with people at the highest level and work effectively both independently and as a member of a team while managing multiple priorities.
4. Significant analytical, problem-solving, and financial modelling skills with proven ability to build dashboards and reports.
5. Excellent administrative skills, including presentation and Excel, with experience supporting a team in a similar capacity.
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.

