



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	ACQUISITIONS BUSINESS COORDINATOR
Position no:	50052545
Team:	[Entertainment & Specialist]
Department:	Content Business
Location:	Melbourne
Reports to:	CONTENT BUSINESS MANAGER 50035675
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 5]
HR Endorsement:	7/05/2020

Purpose

Provide administrative and business support to the Acquisitions Business Manager

Key Accountabilities

- Assist the Acquisitions Business Manager to manage Acquisitions commitments and expenditure on behalf of Television; which includes, but not limited to - data entry, data management and assisting with financial reporting and forecasting.
- Facilitate the management of Acquisitions payments in line with ABC policies and procedures ensuring payments are made in a timely manner in line with contractual obligations
- Assist with the management of Screenrights registrations for Acquisitions any related Screenrights reporting as required
- Contribute to reporting and strategic requirements as determined by the Acquisitions Business Manager and/or
- Content Business Manager
- Project-based work as required as related to Acquisitions ie: system upgrades and/or process reviews and changes
- 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. Demonstrated high level administration and organisational skills with a high attention to detail, the capacity to prioritise workload effectively and manage workflow/output while maintaining a high degree of accuracy
2. Strong verbal and written communication skills; demonstrated good stakeholder management (required for both various internal and external stakeholders)
3. Experience in finance reporting, database management and accounts reconciliation an advantage.
4. Demonstrated ability to apply initiative; with good problem solving skills.
5. Demonstrated ability to work both independently and collaboratively within a team environment
6. Proficient in Microsoft Office especially **excel**
7. Proficient with ABC systems and processes; experience with SAP an advantage
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **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.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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