



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	DISTRIBUTION COORDINATOR
Position no:	50041494
Team:	[Strategy]
Department:	International Broadcast and Digital Services
Location:	Sydney/Melbourne
Reports to:	MANAGER INTERNATIONAL BROADCAST & DIGITAL SERVICES 50057357
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 6]
HR Endorsement:	21/02/2022

Purpose

Support the effective distribution of international content and services across the Indo Pacific and high level project coordination and administrative support to the ABC International Broadcast & Digital Services team in the achievement of its objectives.

Key Accountabilities

- Ensure that all records regarding rebroadcasters, agents and other key contracts are accurate and up to date on the team's CRM system.
- Under limited direction, deal promptly with all enquiries, including those from rebroadcasters and other international partners (ABU, AIB, etc.), determine priority and escalate to members of the international teams, as required.
- Liaise and follow-up any outstanding matters with various stakeholders, including senior team members, ABC Legal, rebroadcasts, agents and other distribution partners to ensure that all agreements are updated in a timely manner.
- Develop strong strategic relationships with local agents and rebroadcast partners to help progress agreements negotiations and the distribution of international content and broadcast services across the region.
- Prepare generally complex reports, documentation, presentations and basic data analysis as required, ensuring accurate records are documented.

- Undertake research assignments and routine project-based work.
- Organise workshops, video conferences, meetings, events and visits from overseas delegations.
- Provide considerable project coordination and administrative support across the team including processes, monitoring and overseeing of tasks, records management, system entries and bookings.
- 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 Supervisor, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications and/or advanced skills, knowledge and experience in finance or business administration.
2. Demonstrated advanced experience in the provision of administrative support and in project coordination in a large organisation, using judgement creativity and initiative to deliver project outcomes.
3. Comprehensive computer skills and ability to use a range of software applications, including Office 365, SAP HR and SAP Finance.
4. Highly developed organisation and research skills with exceptional attention to detail and the ability to work effectively under pressure, prioritise multiple tasks and meet deadlines.
5. highly developed verbal/written communication with the ability to foster proactive working relationships and communicate effectively with internal and external stakeholders at all levels.
6. Demonstrated experience building and maintaining strategic working relationships and partnerships in an international environment highly desirable.
7. Demonstrated ability to deal with confidential and sensitive matters and exercise initiative and sound judgment.
8. A demonstrable interest in the ABC's international strategy and the diverse countries and peoples across the Indo Pacific region.
9. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. **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.
11. **Diversity & Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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