



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	EXECUTIVE ASST TO HEAD INNOVATION LAB
Position no:	50052777
Team:	[Strategy]
Department:	Content Ideas Lab
Location:	Ultimo
Reports to:	HEAD INNOVATION LAB 50053206
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 5-6]
HR Endorsement:	20/12/2017

Purpose

To provide high level executive support to Head Innovation Lab.

Key Accountabilities

- Maintain effective coordination of meetings, presentations, diary and travel requirements.
- Effectively administer the day to day operations of the office and deal with complex and confidential matters.
- Appraise incoming enquiries and correspondence, coordinate appropriate action and finalise matters not requiring the attention of Director.
- Provide advice, research and assemble information, prepare correspondence and reports presentations and undertake additional projects as required.
- Maintain effective liaison with senior management and staff in Innovation Lab, other ABC Teams and internal and external stakeholders.
- Provide support in team expenses and budget where required.
- Maintain and update office records, information and file systems
- 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. Proven high-level administration and organisational ability.
2. Excellent written and verbal communication skills with aptitude for accuracy and attention to detail.
3. Highly effective interpersonal skills and ability to negotiate with internal and external stakeholders.
4. Demonstrated ability to work with minimal supervision and deal appropriately with sensitive and confidential material.
5. Demonstrated ability to apply initiative and judgement, prioritise tasks and meet deadlines.
6. Proven experience in use of workflow systems and a broad range of PC applications.
7. Experience in financial management processes.
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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