



POSITION DESCRIPTION

Position Title	ASSISTANT TO HEAD SPECIALIST	Position No.	30005431
Team	[Entertainment & Specialist]	Classification	[Administrative/Professional]
Department	Specialist	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	Band 5-6
Reports to	HEAD SPECIALIST 50048662	HR Endorsement	16/04/2018

Purpose

To provide high level administrative assistance to Head Specialist and the Specialist team.

Key Accountabilities

- Provide high-level executive support, coordinate workflow for the Specialist area and the manager's office, including diary management, bookings, note and minute taking, drafting correspondence, coordinating approvals, and record keeping.
- Assist in the coordination of divisional and executive meetings, conferences, workshops; diary management, strategic projects; high level communication, point of contact for the Director and MD's offices, and Executive Leadership Group.
- Be the first point of contact for enquiries relevant to Head Specialist, and provide general information and assistance to ABC staff and the public.
- Manage appointments, meetings, travel for guests when required and support staff with Concur self-service travel.
- Critically appraise incoming papers and correspondence, determine priorities, and undertake necessary action as required, coordinating the workflow, filing, and archiving relevant documentation as required.
- Process employment forms, invoices, payments, and accounts following ABC policies using delegations to approve where applicable and provide support to staff using MyRequests.
- Maintain accurate Performance Management processes, reporting, tracking and documentation for Head Specialist.
- Generate ServiceNow Property and IT requests and manage ordering process in SAP (raising orders for purchases).
- Keep up to date with HR policies and guidelines, provide routine HR advice to staff and managers and complete forms as appropriate.
- Carry out special projects and provide administrative support around content initiatives and events where relevant.
- Assist in the preparation of reports and summaries as directed, including collation of information for monthly and annual divisional reporting processes.
- 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 experience as an admin assistant/executive assistant or office administrator.





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2. Proven high level administration and organisational ability working in a complex office environment, to multiple managers.
3. Highly effective interpersonal skills and ability to negotiate and communicate with internal and external stakeholders on highly complex matters.
4. Demonstrated experience in interpreting, applying, and providing advice on ABC policies and guidelines, particularly in the areas of financial and HR management in line with Radio objectives.
5. Proven excellent written and verbal communication skills with an aptitude for accuracy and attention to detail.
6. Demonstrated ability to work as part of a team or independently with minimal supervision and deal appropriately with sensitive and confidential material.
7. Proven ability to apply initiative and judgement, manage & meet conflicting deadlines, prioritise work and problem solve.
8. Accomplished computer skills and ability to use a range of software applications including SAP HR and SAP Finance.
9. Proven ability to adapt to new processes and/or tackle new challenges.
10. Understanding of ABC operations and content/output.
11. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
12. **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.
13. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.