



POSITION DESCRIPTION

Position Title	Business Affairs Manager	Position No	P438952
Team	Entertainment & Specialist	Band	9
Department	Business Affairs	Classification	Admin/Professional
Location	Sydney	Schedule	A
Reporting to	Head of Business Affairs	Roster Group	
		Endorsement	(to be completed by HR)

Purpose

To contribute to the effective negotiation of the rights and financing associated with the development, production and co-production of commissioned content and licensing of acquired content across all ABC platforms in accordance with the Corporation's objectives, and to undertake long form contracting of such negotiations as required.

Key Accountabilities

1. Relationship Management
 - a) Internal- work closely with sponsoring Division to meet divisional priorities for commissioned and acquired content.
 - b) External- build and maintain relationships with key suppliers/distributors/stakeholders of commissioned and acquired content.
2. Commissioned Content Management and Negotiation

Working with Head Business Affairs:

 - a) Manage the negotiation of commissioned content, including third party deal negotiations (excluding budget) for development, production, investment, distribution and financing of externally produced content as well as talent agreements and underlying rights agreements for internal productions, on behalf of the Content Divisions and ABC Commercial, applying all relevant ABC policies and standards.
 - b) Manage the negotiation and finalisation of all project documentation for commissioned content in accordance with the ABC's commissioning process.
 - c) Manage the exploitation of rights across all ABC platforms and third party partner platforms hosting ABC content.
 - d) Draft, negotiate and finalise long form contracts for commissioned content as required.
 - e) Provide strategic advice to ABC stakeholders in the Content and other divisions on commercial aspects of deal terms and management of risk.
3. Acquisitions Contract Negotiation
 - a) Contribute to the effective contracting of acquired content across all ABC platforms.
 - b) Draft, negotiate and finalise acquisitions contracts, liaising with program suppliers and internally as required.
4. Rights and Precedent Management
 - a) Oversee accurate data entry of rights into the On Air scheduling system for acquired content.
 - b) Undertake and oversee accurate data entry of rights for commissioned content.
 - c) Work with Legal and Business Affairs colleagues to ensure that consistent pro-formas are used and updated to keep pace with technological developments in the industry.
5. Personal Skills





POSITION DESCRIPTION

- a) Work collaboratively with the Business Affairs team.
- b) Actively promote the ABC Values and apply all relevant policies and guidelines.
- All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors and Other Officers

Key Capabilities/Qualifications/Experience

1. Appropriate tertiary education, law degree essential.
2. At least 8-10 years experience in commercial negotiation and drafting, with extensive experience in the full range of deals relating to the development, production and acquisition of content for broadcast and online communication and related financing, underlying rights, talent and distribution agreements.
3. Experience in legal drafting of complex contracts, with experience in the areas noted in 2 preferred.
4. Experience in contract management and an understanding of rights management, preferably within a business affairs department.
5. Strong understanding of the broadcasting and media industry and the commercial and risk issues associated with commissioning and acquiring content for broadcast and online communication.
6. Demonstrated interpersonal and communication skills and the ability to foster internal and external stakeholder relationships.
7. Experience working as part of a small team, work well under pressure and to achieve agreed outcomes within the specified timelines and to exercise initiative and independent judgment.
8. An understanding of and commitment to the ABC's [aims, values and workplace policies](#).

