

ABC POSITION DESCRIPTION

Division: Radio	Position Title: Unit Coordinator
Department: Business Management Unit	Classification: Admin/Professional Band 4, Schedule A
Location:	Position No: S30005691
Reporting to: Lead Unit Manager	Approval:
Purpose: As part of a team provide administrative support for the ABC Radio and ABC Regional divisions	
<p>Key Accountabilities:</p> <ol style="list-style-type: none"> 1. Working as part of the Radio and Regional admin team under routine direction of management, ensure the smooth running of the radio networks and relevant bureaux. 2. Where required, provide front of house liaison, receive visitors, deal with telephone enquiries as the first point of contact, providing general information and assistance to ABC staff and the general public about programs on radio network/areas, and respond to routine listener correspondence. 3. Check and accurately input information into the roster plan and timesheet, ensuring the roster is authorised every fortnight. 4. Provide support to Radio and Regional staff using self-service travel systems 5. Critically appraise incoming papers and correspondence, determine priorities and undertake necessary action as required, coordinating the workflow, filing and archiving relevant documentation as required. 6. Process local invoices, payments and artist fees, reimbursements and accounts using MyRequest and Concur, following ABC policies using delegations to approve where applicable. 7. Under direction of the Lead Unit Manager SA/WA/NT, monitor budget performance and variances, review line items and pay summaries, and prepare monthly journals. 8. Generate paperwork for IT and phone requests and arrange procurement orders via SAP 9. Maintain local minor assets register, maintaining documentation regarding allocation and movement of assets for audit purposes, and maintain local office equipment 10. Complete relevant staff movement paperwork via MyRequests in line with ABC HR guidelines and policies. 11. Carry out special projects and provide admin support to NT Local Radio and Regional for content initiatives, live events or outside broadcasts. 12. Assist in the preparation of reports and summaries when directed. 13. Provide backup and overflow support as required to other members of the SA/WA/NT admin team. 14. Actively model and promote the ABC Values and apply all relevant policies and guidelines including Editorial Policies, Actively promote the ABC values and apply all relevant workplace policies and guidelines. 15. 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 	
<p>Key Capabilities/Qualifications/Experience:</p> <ol style="list-style-type: none"> 1. Appropriate educational qualifications and/or experience in administrative roles. 2. Excellent organisational skills and knowledge of general office admin and procedures, particularly in the areas of financial and HR management in line with company objectives. 3. Ability to work autonomously in a time critical environment, exercising tact, discretion, and independent judgement, at times with minimal supervision. 	

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4. An ability to interpret, apply and provide advice on policies and guidelines.
5. Well-developed inter-personal, communication skills; clear minded, flexible, and polite; ability to liaise with managers at all levels and deal with enquiries from the public.
6. Knowledge and experience with all software relevant to this role including, MS Office Suite & Outlook. Experience with Concur, SAP HR and SAP Procurement is desirable.
7. Proven ability to manage conflicting deadlines, prioritise work and problem solve.
8. Demonstrated ability to learn new processes and/or tackle new challenges.
9. An understanding of and commitment to the ABC's [aims, values and workplace policies](#).