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| Position Title | Unit Coordinator WA Regional | Position No. | 50055670 |
| Team | Regional & Local | Classification | Administrative/Professional |
| Department | Planning | Schedule  Roster Cycle | Schedule A  Non-Rostered |
| Location | Perth, Western Australia | Band / Level | Band 4-5 |
| Reports to | Lead Unit Manager, Regional Networks  S30006074 | HR Endorsement | 12/12/2018 |
| Purpose | | | |

As a member of a broader administrative team, provide administrative support to Regional & Local in the achievement of its objectives, with a focus on the ABC WA regional team.

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| Key Accountabilities |

* Provide high level administrative support to the ABC WA Regional team. This includes, but is not limited to:
  + Coordination of the roster plan and timesheet process;
  + Preparation and coordination of external contributor agreements and engagements;
  + Assisting in the preparation of reports, briefings and internal staff communications;
  + Provision of ad hoc training to colleagues in business automation systems; and
  + Assisting with bookings and costings for content initiatives, live events and outside broadcasts, as required.
* Coordinate workflows for incoming correspondence and respond accordingly;
* Manage appointments, meetings, travel and accommodation including preparation of travel proposals and costings as required.
* Under direction of the LUM, undertake finance administration activities, including:
  + raising purchase orders;
  + payment of invoices, other payments, and reimbursements;
  + monitoring budget performance and variances;
  + reviewing line items and pay summaries;
  + preparing monthly journals and accruals; and
  + completing monthly forecasting for cost centres.
* Coordinate induction and HR administration processes in collaboration with Regional & Local colleagues.
* 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.

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| Key Capabilities/Qualifications/Experience |

1. Appropriate educational qualifications and/or significant experience in finance or business administration.
2. Demonstrated experience in the provision of administrative support in a large organisation.
3. Proven experience in the interpretation and application of policies and guidelines.
4. Accomplished computer skills and ability to use a range of software applications including SAP HR and SAP Finance.
5. Experience in collaborating with a diverse group of stakeholders across all levels of the organisation.
6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
7. **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.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.