



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	EXECUTIVE ASSISTANT NEWS MANAGEMENT
Position no:	30002346
Team:	[News, Analysis, Investigations]
Department:	Investigations & In-Depth
Location:	Ultimo
Reports to:	HEAD INVESTIGATIVE JOURNALISM & CURRENT AFFAIRS 30000008
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 6]
HR Endorsement:	8/11/2021

Purpose

To provide high level executive support to the Deputy Director News (Head National & International) and Head Investigative Journalism & Current Affairs and their teams.

Key Accountabilities

- Provide high level executive support to prioritise and manage communication and information through both offices.
- Critically appraise incoming papers and correspondence, determine priorities, and undertake necessary action as required.
- Co-ordinate diaries and organise meetings, travel and conferences.
- Be an additional point of contact for the Director's office and the News Leadership Team and act as Executive Manager when required.
- Carry out special projects where relevant.
- Assist in the preparation of reports and summaries as directed, including collation of information for monthly and annual divisional reporting processes.
- Maintain systems to manage Performance Management and report on the tracking and completing of job plans and appraisals across both Network and Investigations.

- Schedule and maintain regular program reviews.
- Liaise with TV Scheduling on programming issues.
- Routinely advise management, production and administrative staff on HR policies and guidelines, audit requirements, recruitment and other ad hoc issues as they arise.
- Be a member of the News Advisory Diversity Group.
- Oversee the routine of News' Job Support employee.
- 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 experience as an Executive Assistant or senior administrator. Experience providing high level assistance to senior management.
2. Proven high level administration and excellent organisational ability working in a complex office environment, across a number of teams, working to tight deadlines.
3. Possess a high level of independence and sound judgment, able to adjust priorities particularly during unpredictable and breaking news events.
4. Excellent communication skills including the ability to prepare clear and concise reports and presentations.
5. Able to deal with complex and sensitive matters with complete discretion.
6. Knowledge of the EA, performance management, recruitment procedures and contracts preferred.
7. Proven sound knowledge of ABC administrative and financial procedures and experience in SAP, People Hub, Concur, MyRequests, Excel and Powerpoint.
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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