



POSITION DESCRIPTION

Position Title	Business Affairs Executive	Position No.	50030752
Team	Legal & Business Affairs	Classification	Administrative/Professional
Department	Entertainment & Specialist	Schedule Roster Cycle	Schedule A Non-Rostered
Location	Ultimo, Sydney	Band / Level	Band 6
Reports to	Head of Business Affairs	HR Endorsement	
Purpose			

To contribute to the effective contracting and rights management of commissioned and acquired content across all ABC platforms through strong contract negotiation and rights management skills.

Key Accountabilities

1. Relationship Management

- Internal: work closely with all divisions of the ABC to meet divisional priorities.
- External: build and maintain relationships with key suppliers/distributors/stakeholders of commissioned and acquired content.

2. Commissioned Content Negotiation

- Working with the relevant commissioned content Business Affairs Manager:
 - Draft, negotiate and finalise development agreements, talents agreements contracts, licence agreements and other commissioned contracts as required.
 - Finalise project documentation in accordance with the ABC's commissioning process and ABC policies.

3. Acquisitions Contract Negotiation

- Working with the Business Affairs Manager acquisitions, contribute to the effective contracting of acquired content across all ABC platforms, including:
 - Draft, negotiate and finalise acquisitions contracts;
 - Finalise project documentation in accordance with the ABC's acquisitions process and ABC policies.

4. Rights and Contract Management

- Undertake data entry of rights for acquired and commissioned content in ABC databases as required.
- Prepare rights and contract summaries and circulate to stakeholders as required.
- Contribute to contract management.
- Contribute to the updating of precedents as required.

5. Personal Skills

- Work collaboratively with the Business Affairs team.
- 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 tertiary education, law degree essential.
2. 2-4 years of experience in drafting and negotiating contracts, with experience in intellectual property transactions preferred and a demonstrated ability to draft and interpret licence agreements.
3. Experience in contract management and an understanding of rights management, preferably within a legal, acquisition/distribution or business affairs department.
4. Demonstrated interest in the television and broadcasting industry.
5. Demonstrated interpersonal and communication skills and the ability to foster internal and external stakeholder relationships.
6. Experience working as part of a small team and able to work well under pressure to achieve agreed outcomes within the specified timelines and to exercise initiative and independent judgment.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **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.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.