



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	WORKFORCE COORDINATOR
Position no:	30003044
Team:	[Content]
Department:	Audio/Radio Operations
Location:	Ultimo
Reports to:	NATIONAL MANAGER AUDIO RADIO OPERATIONS 30001321
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 6]
HR Endorsement:	10/09/2024

Purpose

Provide effective administrative support to enable timely, cost-effective delivery of production service and resources to facilitate the smooth running of Audio Radio Operations.

Key Accountabilities

- Provide advanced administrative, staffing and financial advice and support to National Manager of Audio Radio Operations and Audio Radio Operations Senior Management.
- Support Audio Radio Operations staff, offering information on ABC People processes, administration and support.
- Oversee the work of the Production Resource Coordinator providing support and advice as required.
- Drive budget planning in consultation with the Manager Planning, Analysis and Reporting and in liaison with key internal stakeholders based on divisional strategic priorities and Operational requirements. Monitor, report on and advise on budget performance for Audio Radio Operations including journals and line-item analysis. Provide monthly forecasts of spending in salaries and expenses.
- Develop and maintain relationships with key stakeholders and maintain adherence to relevant ABC business policy, procedure and practices.

- Collate data and contribute to the preparation of reports and audits for key stakeholders as required.
- Manage a range of HR administrative processes including but not limited to recruitment, remuneration, induction, rosters, delegations, employee movements and exits. Keep up to date with HR policies and guidelines.
- Process invoices, reimbursements and accounts following ABC policies.
- 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. Relevant tertiary qualifications or equivalent skills, knowledge and experience.
2. High all round knowledge of computer based systems including ScheduAll, PHW (UKG) and Microsoft 365.
3. Extensive experience in administration and resource management.
4. Demonstrated experience in budget preparation, management and forecasting.
5. Excellent interpersonal and communication skills with the ability to establish effective working relationships and provide high level advice on very complex issues to senior management.
6. Demonstrated ability to work independently managing priorities and to work under pressure to tight deadlines.
7. Ability to identify, define, analyse and solve problems relating to work area.
8. Demonstrated experience contributing to the development and implementation of administrative and operational plans, procedures and workflows.
9. Experience providing high level advice on complex issues to senior management. Demonstrated effective influencing skills.
10. Advanced organisational skills with excellent attention to detail and the ability to work effectively under pressure and to manage competing priorities and deadlines.
11. Demonstrated experience identifying, analysing and solving complex problems related to relevant work area.
12. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
13. **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.
14. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.

