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| Position Title | Rights Clearance and Research Coordinator | Position No. | 30007215 |
| Team | Finance & Strategy | Classification | Administrative/Professional |
| Department | Legal/Rights Management | Schedule  Roster Cycle | Schedule A  Non-Rostered |
| Location | Ultimo | Band / Level | Band 4 |
| Reports to | Team Lead, Rights Management  [Reporting To (Position No.)] | HR Endorsement | 12/11/2018 |
| Purpose | | | |

To perform the research, assessment, negotiation and clearance of 3rd Party owned underlying Rights for inclusion in the ABC's content for Broadcast, communication, ABC Product or supply.

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| Key Accountabilities |

* Negotiate Rights and rates for, and undertake the clearance of, underlying Rights material, with 3rd Party Rights holders, for use in ABC content for broadcast, communication, ABC Product or supply.
* Ensure clearances of this underlying Rights material are negotiated in accordance with ABC requirements and comply with the ABC's acquired or exploitable Rights.
* Prepare underlying Rights clearance documentation and ensure this information is appropriately recorded and distributed.
* As allocated, respond to Content Makers or Sales requests for underlying Rights clearance and/ or assessment. Plan, research and carry out negotiation and clearance in the most effective manner, ensuring clients are notified of any issues which may impact on budgetary or editorial decisions
* Contribute to Program and Content Makers understanding of underlying Rights and their ability to negotiate appropriate underlying Rights clearances
* 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. Demonstrated ability to coordinate and manage the research, negotiation and clearance process for the ABC use of Underlying Rights
2. Good working knowledge of copyright legislation and ABC blanket agreements, and negotiation and contracting procedures, together with the ability to apply this knowledge to the individual clearance of underlying Rights
3. Sound knowledge of copyright issues in the current media and broadcast environment and its impact on the ABC’s use of Underlying Rights
4. Demonstrated ability to identify and respond to internal client needs and build and maintain good client relationships
5. Ability to effectively share information and knowledge both within the Group, and with internal clients
6. Ability to implement ABC’s Rights negotiation and research procedures, standards and guidelines
7. Knowledge of ABC Rights information systems
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.