



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	BUSINESS AFFAIRS EXECUTIVE
Position no:	50018432
Team:	[Content]
Department:	Business Affairs
Location:	Ultimo
Reports to:	BUSINESS AFFAIRS LEAD 50014357
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 6]
HR Endorsement:	26/07/2022

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

- Work closely with all divisions of the ABC to meet divisional priorities.
- Build and maintain relationships with key suppliers / distributors / stakeholders of commissioned and acquired content.
- Working with the relevant commissioned content Business Affairs Lead, contribute to the effective contracting of commissioned content across all ABC platforms.
- 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.
- Working with Business Affairs Lead Acquisitions, contribute to the effective contracting of acquired content across all ABC platforms.
- Draft, negotiate and finalise acquisitions contracts as well as finalise project documentation in accordance with the ABC's acquisitions process and ABC policies.

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

Key Capabilities/Qualifications/Experience

1. Appropriate tertiary education, law degree essential.
2. Substantial experience in drafting and negotiating contracts, with experience in intellectual property transactions.
3. Advanced ability to draft and interpret licence agreements, with experience in an acquisitions licensing team.
4. Advanced experience in contract management and an understanding of rights management, preferably within a legal, acquisition / distribution or business affairs department.
5. Demonstrated interest in the television and broadcasting industry.
6. Demonstrated strong interpersonal and communication skills and the ability to foster internal and external stakeholder relationships.
7. Experience in 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 under limited direction.
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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