



JOB PROFILE

Position Title:	Department Coordinator (Parental Leave Cover)
Engagement Type:	Contract, 1 year
Classification Level:	SA Level 3.1
Salary:	\$53,652 per annum (pro rata), plus 15.4% superannuation
Location:	Sydney
Department:	Business and Audience
Immediate Supervisor:	Head of Business & Audience

Position summary: The Department Coordinator will be responsible for the provision of operational administrative support across international and domestic activities managed by the Business and Audience Department such as funding programs and other initiatives.

Core Accountabilities

The Department Coordinator core responsibilities will be:

- Maintain a marketing calendar of upcoming festivals, events and program deadlines
- Handle enquiries promptly and courteously
- Duties to support the Head of Business and Audience including diary management, screening calls, making appointments, compiling presentations, minute taking and dealing with general enquiries
- Travel arrangements for Head of Business and Audience (both domestic and international market/festival attendance) and acquittal of travel allowances
- Assist with the coordination and distribution of information for management and governance reports
- Reconcile credit cards, cab charge statement, departmental travel statement and cash claims
- Process invoices and create payment request forms
- Maintain records and files
- Disseminate Box Office results
- Provide general program support as required
- Undertake any other duties as reasonably requested by Screen Australia Management.

Selection Criteria

Qualifications and Experience

- Strong administrative skills and proven experience organising meetings, appointments, functions and travel, and accurately and efficiently maintaining records and files.
- Strong PC skills in Microsoft Office suite, and proficiency with spreadsheets and databases.
- Well-developed communication and interpersonal skills and the ability to interact positively with a wide variety of stakeholders
- Excellent relationship building skills and demonstrated ability to work efficiently and effectively in a small, busy team environment, as well as cross-functionally with other internal units.
- Understanding of the significance of Screen Australia's role in the industry and the ability to work collaboratively with clients
- Ability to apply lateral thinking to problem solving and to make impactful and responsible decisions
- Demonstrated organisational skills, including the ability to manage and prioritise a diverse workload and deliver effectively to deadlines with attention to detail
- Knowledge and experience of the screen industry

Behaviours

- Open communicator, shares thoughts and opinions with others
- Driven to achieve results
- Focused on the achievement of team goals
- Establishes and maintains effective relationships with internal and external customers, and gains their trust and respect
- Creative approach to problems and can 'think outside the square'
- Seeks feedback, takes it on board and modifies approach
- Continually seeks to improve self and Screen Australia
- Works collaboratively across the agency to achieve common goals