

POSITION DESCRIPTION

Legal & IP Services Officer

1. POSITION SUMMARY

Position Title: Legal & IP Services Officer

Department: Secretary-General's Department

Location: Based at the ABU Secretariat in Kuala Lumpur

2. JOB SUMMARY

The Legal & IP Services Officer's principal responsibilities are to provide Secretariat with legal and regulatory support along with copyright activities. It includes organising the ABU Intellectual Property & Legal Committee (IPLC) meetings and events, planning workshops on legal and copyright issues, to assist the Director of Sport in the negotiation and drafting of contracts for broadcasting rights and sub-licensing to ABU member for Sports content. He or she is also required to look after the legal matters of the ABU membership, write articles relevant to copyright issues and prepare and disseminate an e-bulletin every month, take minutes of the annual General Assembly, Sports Group and Programme Committee meetings, review and undertake the drafting of contracts relating to commercial sponsorships, the sale and/or acquisition of broadcasting rights and the leasing of satellite capacity for other departments.

3. REPORTING RELATIONSHIPS

Reports to: Secretary-General

Functional: Director of Programme and Director of Sport

4. SPECIFIC ACCOUNTABILITIES

Position Accountabilities

- All administrative and secretarial work for the ABU Intellectual Property & Legal Committee, including the preparation of agenda, documents, minutes and reports.
- Taking minutes of the annual General Assembly, Sports Group and Programme Committee meetings and assisting with the preparation of reports on those and related meetings.
- Taking action on decisions of the General Assembly, Administrative Council and IPLC on legal and copyright matters, and all necessary follow-up action.
- Maintaining contact with Liaison Officers and legal personnel in ABU member organisations and providing legal advice and assistance as required.
- Maintaining contact with international organisations such as WIPO and with sister broadcasting unions on copyright and other legal matters.
- Contributing articles to ABU News on ABU copyright activities and other legislative and regulatory issues.

- Preparing and distributing a quarterly e-bulletin on copyright issues.
- Designing and conducting workshops for ABU members on copyright issues.
- Assisting the Secretary-General and Director of Sport in the review, negotiation and preparation of contracts relating to the acquisition of broadcast rights and coverage of sporting events, and preparation of contracts for the sub-licensing of those events to members.
- Advising the Secretariat on other legal matters.
- Assist the Secretary-General in preparing the AC and GA documents related to the ABU Statutes
- Assist the Secretary-General with election of the AC members
- Assist the Secretary-General in conducting the Election of the AC during the GA
- Such other appropriate duties as may be assigned by the Secretary-General from time to time.

1. QUALIFICATIONS

Mandatory:

A relevant degree in media, copyright, or law.

5-10 years' experience in the fields of copyright, contract law and broadcasting rights contracts.

Desirable:

Previous employment with a radio or television broadcaster copyright

5. SELECTION CRITERIA (Key requirements) Experience/Knowledge

- Experience in intellectual property and contract law, particularly as it relates to the broadcast and electronic media, and preferably with an international or Asia-Pacific regional broadcaster or media outlet
- Experience in contract negotiations for broadcasting rights for international sports events
- Experience in the organisation of seminars and workshops
- Proficiency in computer software required to perform the duties of the position

Personal Skills

- A very high standard of the English language, both spoken and written, combined with the ability to communicate clearly and effectively the functions and objectives of the ABU
- HR management skills to establish and maintain successful relationships within the organisation, at high levels, and in dealing with ABU members from a wide range of cultural backgrounds and different levels of language skills
- Good PR skills and confidence in dealing with the media and international organisations
- Ability to organise and prioritise work and complete tasks under tight timelines
- Good organisational skills and proven ability to work with minimum supervision.