



## POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	ASSISTANT PRODUCTION MANAGER
Position no:	50036737
Team:	[News, Analysis, Investigations]
Department:	News Channel
Location:	Ultimo
Reports to:	PRODUCTION MANAGER NEWS CHANNEL 30004185
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 5]
HR Endorsement:	22/08/2022

### Purpose

Provide advanced administrative and production support to facilitate the smooth running of the News Channel and Network.

### Key Accountabilities

- Provide assistance to the News Channel Production Manager in the effective day to day operation of the newsroom in the provision of accurate and appropriate workflow allocation and planning, in collaboration with the Chief of Staff.
- Regularly update and keep the News Channel Production Manager informed of any expenditure or staff movements that would affect the News Channel budget.
- Provide advanced administrative assistance to Network Production Managers and their teams as directed by the News Channel Production Manager
- Collaborate as part of a team to create and provide efficient office management systems within a busy newsroom while fostering a positive and transparent work environment.
- React quickly and effectively within a breaking news environment.
- Act as first point of contact; deal promptly with queries and determine priorities.
- Assist in staff training for automated systems as required.

- Develop and maintain strong key stakeholder relationships with divisional departments, resource/service providers and external parties.
- 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. Advanced planning, administrative and organisational skills.
2. Strong rostering management skills.
3. Proactive approach to problem solving.
4. Can take initiative within a fast-paced environment while maintaining priorities in day to day tasks.
5. Aptitude for accuracy and attention to detail within a deadline environment.
6. Has familiarity with and general understanding of newsgathering and production techniques, procedures and terminology desirable.
7. Demonstrated advanced ability in the use of ScheduAll, SAP, Concur, Microsoft Office (Excel intermediate or advanced) and Outlook.
8. An awareness of ABC agreements, policies and procedures in relation to employment, rostering and payroll.
9. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.
10. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
11. **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.
12. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
13. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.



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