



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	ACT CONTENT NAVIGATOR
Position no:	50065315
Team:	[Product & Technology]
Department:	Content Navigation
Location:	Canberra
Reports to:	CONTENT NAVIGATION MANAGER 50065057
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 4]
HR Endorsement:	12/10/2022

Purpose

Embedded in state news rooms to enable the best content to be easily found anytime, anywhere and maximise content value through use and re-use by actively contributing to editorial outcomes.

Key Accountabilities

- Embedded in state news teams, participate and contribute to editorial meetings, assignments and projects to meet daily and weekly editorial outcomes and content requirements.
- Collaborate closely with content makers to assist them in managing, discovering and sharing content, and maintaining descriptive metadata creation.
- Assist content makers in the appraisal, selection and retention of audio-visual in line with policies and guidelines.
- Support content and content metadata through the content life cycle resolving issues (technical and non-technical) and exception handling.
- Contribute to enhancing metadata captured upstream in the production process for raw vision feeds coming in from internal and external news agencies and teams.
- On busy news days contribute to creation of descriptive metadata in Stratus and CoDA.

- Facilitate access and retrieval of content assets and migrate content between systems including Stratus, DNL and CoDA in alignment with the ABC's corporate and departmental standards and policies
- 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. Relevant tertiary qualifications in Library/Archives/Preservation/Broadcast, or equivalent skills, knowledge and experience.
2. Sound knowledge of content management principles and ability to apply that knowledge over a variety of broadcast media formats and records, specifically digital files and metadata.
3. Demonstrated understanding of content that holds a value for re-use and production.
4. Demonstrated ability to perform metadata quality assurance and apply metadata standards and principles across a range of resources and systems with a strong level of accuracy.
5. Accomplished problem-solving and time management skills with the ability to prioritise work effectively and deliver to tight deadlines.
6. Accomplished communication and interpersonal skills with the ability to work both independently and as part of a team.
7. 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.
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.

