



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	RESOURCES AND PLANNING SUPERVISOR
Position no:	30004865
Team:	[Entertainment & Specialist]
Department:	Post Production NSW/VIC
Location:	Southbank
Reports to:	NATIONAL POST PRODUCTION SUPERVISOR 30001903
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 6-7]
HR Endorsement:	11/10/2022

Purpose

Support the National Post Production Supervisor to ensure exceptional content is delivered efficiently and on time.

Key Accountabilities

- Build and maintain strong and effective working relationships with clients to ensure resource delivery is in line with programming objectives and represents the best value for the ABC.
- Maintenance and approval of rosters. Provide supervision and training on rostering systems for Team Leads ensuring standardized practices across all sites.
- Assist the Supervisor to manage and develop Team Leaders to provide succession planning for this position.
- Review and approve invoices, cabcharges and technology requests.
- Manage indirect expenditure to ensure efficient use of resources.
- Contribute to the forecasting of labour budgets.
- Develop and monitor operational practices and workflows for optimum resource usage and efficiency.
- Act as a first point of contact and response to resolve daily Post Production issues.

- Plan, maintain and approve rosters to maximise staff and facility utilization ensuring adherence to the ABC Enterprise Agreement.
- 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. Proven experience rostering staff in a television production environment with a strong client focus to maximise staff and facility utilisation.
2. Highly advanced understanding of Post Production workflows with the ability to manage different teams and resolve issues to ensure schedules are met.
3. Demonstrated excellent communication and interpersonal skills, including the ability to influence others toward a desired outcome.
4. Thorough knowledge of Post Production workflows and different genre requirements.
5. Ability to negotiate to maximise savings across a range of expenditures.
6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
7. **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.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
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.



www.abc.net.au/careers