

## ABC POSITION DESCRIPTION

<b>Division:</b> News	<b>Job Title:</b> Operations Specialist - Editor
<b>Department:</b> News Operations - Canberra	<b>Classification:</b> Schedule A (Rostered 4 week), Band 5-6
<b>Location:</b> Canberra	<b>Position No:</b> P382973
<b>Reporting to:</b> News Operations Manager, ACT P382973	<b>Approval:</b>
<b>Objective:</b> Edit video and audio content for News and Current Affairs at an advanced level for broadcast and digital outlets.	
<p><b>Key Accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. Prepare and deliver edited content to a very high standard for News to meet program requirements for both broadcast and digital outlets, often working within tight deadlines and minimal instruction.</li> <li>2. Creatively contribute and collaborate with editorial and operational staff to ensure fast, efficient delivery of content to a very high standard.</li> <li>3. Collaborate with colleagues to share knowledge and ideas. Be open to change and new ways of telling stories to the audience. Show leadership with implementing any change.</li> <li>4. Support News file-based production and ensure that content is managed according to media management policies and guidelines. Support the delivery of content to all platforms and ensure content is available for News content producers</li> <li>5. Provide on the job training and mentoring to develop and improve the skills of other ABC editing staff.</li> <li>6. Perform other tasks such as production activities as required to support the delivery of content.</li> <li>7. Actively promote the ABC values and apply all relevant workplace policies and guidelines.</li> <li>8. All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors and Other Officers.</li> </ol>	
<p><b>Key Capabilities/Qualifications/Experience:</b></p> <ul style="list-style-type: none"> <li>• Proven experience as an editor in a news environment, with advanced operational expertise and artistic/aesthetic appreciation of the editing craft.</li> <li>• Excellent knowledge of editing and associated equipment and ability to operate non-linear editing systems such as Grass Valley and Adobe.</li> <li>• Able to interpret the creative mood of a production and the objectives of the producer/director/journalist to deliver edited content with perfectly structured sequences using vision and sound.</li> <li>• Ability to work under pressure and meet deadlines. Well-developed interpersonal skills and team spirit.</li> <li>• Ability to communicate clearly, prioritising &amp; problem-solving skills.</li> <li>• Demonstrated enthusiasm for working in a news and current affairs environment.</li> <li>• Knowledge of and willingness to learn production strategies and techniques.</li> <li>• An understanding of and commitment to the ABC's aims, values and workplace policies.</li> </ul>	