



## POSITION DESCRIPTION

Position Title	AUDIO DIGITISATION OFFICER	Position No.	[Position No.]
Team	[Product & Content Technology]	Classification	[Content Maker]
Department	Content Management – Collections	Schedule Roster Cycle	[Schedule A] [2 Week Rostered]
Location	Ultimo	Band / Level	[Band 4]
Reports to	COLLECTIONS DEVELOPMENT LEAD 550059546	HR Endorsement	18/12/2020
Purpose			

Utilise a range of audio equipment, dub ABC material in order to support Content Services needs and the needs of Content Services clients.

### Key Accountabilities

- Utilise a range of analogue and digital audio equipment and dub copies of ABC content to ensure best quality transfer of content within the collection.
- Create copies of selected material for Content Services clients, as necessary.
- Provide general operational assistance and advice in technical, procedural and systems matters.
- Under routine direction, carry out moderately complex project work as required, including selection, digitisation and cataloguing of audio material.
- Carry out administrative tasks as required by the Department, including update of workflow management tools and maintenance of project logs
- 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 or equivalent skills, knowledge and experience.
2. Accomplished technical knowledge required for both analogue and digital recording and experience of DAW systems.
3. Demonstrated strong client focus and service orientation with the ability to foster proactive working relationships with a wide range of people.
4. Accomplished planning and organisational skills with the ability to prioritise work effectively, manage multiple and competing demands and deliver on tight deadlines.
5. Accomplished communication and interpersonal skills with the ability convey ideas and information in a clear, concise and positive manner, and work either independently or as part of a team.
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.

