



## POSITION DESCRIPTION

Position Title	NEWS LIBRARY CATALOGUER/ RESEARCHER	Position No.	30002340
Team	Product & Content Technology	Classification	Content Maker
Department	Content Management	Schedule Roster Cycle	Schedule A 2 Week Rostered
Location	Ultimo	Band / Level	Band 4
Reports to	NEWS LIBRARY COORDINATOR 50013942	HR Endorsement	9/02/2021

### Purpose

Provide cataloguing, collection, and research services to support the ABC's News Library and to meet the needs of the ABC.

### Key Accountabilities

- Under direction of the News Library Coordinator, catalogue News content, maintain metadata in production and Content Services systems/databases in accordance with ABC Content Services policies and guidelines. This includes obtaining information from production units as well as internal and external sources to complete cataloguing records regarding information on source, copyright, and restrictions.
- Research and locate content for ABC News Programs and other clients as required.
- Select News content for retention and maintain in accordance with ABC Content Services policies and guidelines.
- Provide appropriate feedback to Supervisors and Management to help assist with the development of cataloguing and research guidelines, procedures and standards.
- Assist with the implementation of specialist projects as required.
- Work collaboratively within a team environment and provide training and guidance to less experienced employees.
- 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 in information management.
2. Demonstrated understanding of cataloguing principles, including the accomplished ability to apply cataloguing standards to digital news content, with accuracy and attention to detail.
3. Demonstrated accomplished ability to manage digital content and apply and interpret collection policies.
4. Well-developed communication, interpersonal and organisational skills with the ability to prioritise tasks effectively and work independently and as part of a team.
5. Accomplished ability to use multiple systems for research and work with various digital media formats.
6. Demonstrated client service focus with the ability to understand and respond to client information needs and use research skills to locate relevant content for clients.
7. Good general knowledge and interest in news and current affairs
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.





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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.

### Special Requirement

- Ability and willingness to work rostered shifts, including weekends and public holidays.