



POSITION DESCRIPTION

Australian Broadcasting Corporation

| Label | Description |
|-----------------|---|
| Position Title: | PROGRAMMING PLANNER, BIG KIDS & EDUCATION |
| Position no: | 50069578 |
| Team: | [Content] |
| Department: | Programming, Acquisitions & Streaming |
| Location: | Ultimo |
| Reports to: | PROGRAMMING MANAGER, BIG KIDS & EDUCATION 30005806 |
| Classification: | Administrative/Professional |
| Schedule: | [Schedule A] |
| Roster cycle | [Non-Rostered] |
| Band/level: | [Band 5] |
| HR Endorsement: | 16/09/2024 |

Purpose

Prepare and implement the programming schedules for the Big Kids and Education block, and assist with the Kids & Family digital streams.

Key Accountabilities

- Under general direction of Programming Manager - Big Kids & Education, implement schedules to reflect programming strategies and plans for Big Kids and Education across ABC platforms.
- Modify and adapt information within channel schedules in accordance with program changes, amending all information as required and ensuring that these changes are communicated to relevant stakeholders in accurate and timely manner.
 - Maintain repository data integrity by critically appraising all relevant programming documentation (e.g. Commissioning authorisations, R4Ts, APS, Tech acceptance reports as required) to ensure OnAir is correct.
 - Load and complete the On Air As Run in conjunction with Presentation Planning, for relevant children's and shared channels as required, and archive As Run schedules on a regular basis.
- Support the programming team in the delivery of all editorial and operational requirements to enable content planning and distribution strategy.

- As required, provide back-up support for others within the Children’s Programming team and overarching department.
- Identify and document On Air issues to be forwarded to BMS team for specialist diagnosis and resolution. Implement the digital stream plans, working with the Programming and Streaming teams to optimise workflows and ensure accuracy.
- Collaboratively work with broader programming teams to optimise overall Children’s content outputs to assist increase in audience impact and engagement. Collaboratively develop best use of priorities and key brands on online platforms. Actively participate in curation for digital outputs.
- 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 qualification or demonstrated equivalent skills, knowledge and understanding of industry wide linear and non-linear scheduling, rights and distribution procedures and operational requirements.
2. Proven sound ability to analyse moderately complex information and research and compile information.
3. Accomplished interpersonal and communication skills, able to communicate both written and verbally in a clear and concise manner. Demonstrated team player.
4. Sound organisational and time management skills and demonstrated ability to provide effective operational support whilst working within a deadline.
5. Demonstrated accomplished ability to establish and maintain effective working relationships both within and external to the ABC.
6. Accomplished skills and ability in use of MS Office suite including MS Word, Outlook, Teams and Excel, and relevant experience with broadcast management systems (On Air).
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **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.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

Special Requirement

- A current working with children/police clearance and ongoing renewal/maintenance of this clearance in accordance with relevant legislation.

