



POSITION DESCRIPTION

Position Title	Evening Planning Producer	Position No.	50053819
Team	[News, Analysis, Investigations]	Classification	[Content Maker]
Department	Planning Desk	Schedule Roster Cycle	[Schedule B] [2 Week Rostered]
Location	Ultimo	Band / Level	[Band 4]
Reports to	Planning Editor 50040633	HR Endorsement	26/04/2018

Purpose

Provide efficient daily planning of coverage to ensure ABC News remains an agenda setting news service maintaining consistently high standards of original, creative and relevant output.

Key Accountabilities

- Prepare the next day prospects and weekly summary working with the planning team to decide editorial priorities and key stories.
- Assist in the development of coverage plans for a range of ABC News areas, including setting up event coverage, lining up interviews, organising shoots and coverage as required.
- Under routine direction, respond to breaking news with appropriate planning detail, calls and follow up to ensure output needs are met.
- Liaise with colleagues in other ABC areas to plan and produce news content.
- Generate, suggest and develop ideas for multi-platform stories and guests for News Channel interviews with a specific focus on ethnic and gender diversity.
- Under direction from the Planning Editor and Senior Producer, research and prepare detailed interview and story briefs for commissioned network series and news events.
- Assist the senior planning producer and planning editor to ensure staffing and technical resources are efficiently deployed on planned stories and events.
- Adopt a flexible, collaborative approach and contribute to the network desk team, including covering other duties and activities across the network desk as required.
- Develop and maintain a solid understanding of current events and issues, monitoring a wide range of media outlets/sources.
- 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. Developing editorial judgement and experience working in News/Current Affairs.
2. Developing ability to produce editorial content clearly and accurately in accordance with Editorial Policies and Style Guides. Understanding of the law as it relates to broadcasting and publishing.
3. Good organisational, planning and communication skills; able to prioritise and meet production deadlines.
4. Developing an understanding of ABC News programming priorities and objectives, together with audience needs and interests.
5. Able to work collaboratively with a range of people in a team environment.





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6. Understanding of cross platform content production and emerging technologies. Experienced and proficient in the use of multimedia editing and production systems highly desirable.
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.
10. 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.