



POSITION DESCRIPTION

Position Title	Quality Assurance Lead	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 8
Reports to	COLLECTIONS DEVELOPMENT LEAD 50059546	HR Endorsement	18/12/2020
Purpose			

Lead the Quality Assurance (QA) team and provide quality assurance, technical expertise and design of end-to-end QA workflows for the ABC Archives mass digitisation project.

Key Accountabilities

- Under broad direction, provide quality assurance and technical expertise to ensure digitised files are delivered to required standards.
- Identify hardware and software required to successfully implement a robust QA program for the archives mass digitisation project.
- Expertly design QA workflows for content digitised in house as well as via external vendors.
- Lead and manage the QA team to achieve a shared understanding and commitment to team objectives, and to build and maintain a collaborative and high-performance culture.
- Monitor and analyse QA statistics and ensure targets are met in line with business objectives.
- Resolve particularly complex hardware, software or other technical issues; and report relevant issues to the IT and CoDA team.
- Develop strategic working relationships and work effectively with various internal and external stakeholders to ensure QA deadlines are met, QA fails are actioned and replaced and CoDA metadata issues are resolved.
- Develop procedures and guidelines and provide high-level advice on all aspects of subject matter expertise.
- 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 significant skills, knowledge and experience within an AV broadcast, digitisation services or technical archives environment.
2. Demonstrated high-level of computer literacy and significant experience with digital AV files, including high level knowledge of Microsoft Excel and other databases.
3. Demonstrated high-level knowledge of digitisation technology and preservation issues relating to digital audio-visual content as well as significant experience in using various playback equipment.
4. Demonstrated outstanding organisational and time management skills with high-level attention to detail and the ability to work effectively under pressure, prioritise projects and tasks to meet tight deadlines.
5. Demonstrated outstanding problem-solving and task management skills with the ability to identify issues and propose solutions, implement work plans and meet objectives.
6. Outstanding communication and interpersonal skills with the ability to communicate particularly complex findings and ideas to audiences both within and across teams.





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7. Demonstrated significant experience in the leadership, management and development of a high-performance team.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
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:** Experience in building an inclusive and supportive culture where diversity is valued.