



# POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	CONTENT & PLANNING RESEARCHER
Position no:	50067350
Team:	Content
Department:	Commissioning & Content Planning
Location:	Sydney
Reports to:	HEAD CONTENT STRATEGY & PLANNING 50053409
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 7]
HR Endorsement:	29/11/2024

## Purpose

Provide high level administration, research and communication support to Head Content Strategy & Planning and Chief Content Officer by managing a broad range of research and communications required by the Content Division.

## Key Accountabilities

- Under direction of key Head Content Strategy & Planning, coordinate and manage the research, communications and administration function that support the Content Leadership Team reporting requirements including, but not limited to, the collation of information, creation and drafting of presentations for Board Reports, Annual Reporting, Senate Estimate briefing papers, Business Plans speeches and other corporate and Divisional reporting.
- Plan and manage visual and written presentations, key events, and other projects and initiatives as required on behalf of the CCO and Heads of Departments, including the preparation and delivery of communications materials to stakeholders.
- Prepare and manage internal communication within the Content Team, and collation and information within the Division of reports and documentation.
- Prepare, manage, and review high level communications and correspondence for the CCO and Content Leadership Team, including briefings, reports and submissions to ensure comprehensiveness, accuracy and timeliness of information.

- Develop and foster collaborative and effective relationships with Content Leadership Team members and the broader Content Team.
- 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 and/or demonstrated equivalent significant skills, knowledge and experience.
2. Demonstrated significant experience working with and providing high level administration support and related services to senior leaders, committees, and similar forums.
3. Demonstrated excellent broad writing, deck presentation design and communications skills with proven experience in researching, writing, preparing documents including design that presents accurate and insightful reports to key stakeholders with the ability to distil complex information into summary briefings.
4. High level relationship management skills, including the ability to negotiate, influence and deal effectively with a diverse group of internal and external stakeholders.
5. Highly advanced analytical skills with an ability to make strategic judgements and demonstrated initiative with effective liaison skills.
6. Understanding of the current local and international commissioning, broadcast and streaming media landscape.
7. Demonstrated strong personal drive, professionalism, and commitment.
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.

