



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	CONTENT NAVIGATION LEAD
Position no:	50065482
Team:	[Product & Technology]
Department:	Content Navigation
Location:	Flexible
Reports to:	CONTENT NAVIGATION MANAGER 50065057
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 7]
HR Endorsement:	31/08/2022

Purpose

Lead a team to enable the best content to be easily found and accessible, to maximise content value through use and re-use and proactively contribute to editorial outcomes.

Key Accountabilities

- Lead, develop and support a multi-state team of Content Navigators to deliver editorial outcomes and promote the use of ABC's digital archive and collections.
- Lead Content Navigation attendance at editorial meetings/assignments/projects by identifying and tracking of content assets needed to meet editorial outcomes and content requirements.
- Support and guide content makers in the appraisal, selection and retention of audio visual content for transfer into DNL and CoDA in line with policies and guidelines.
- Support content and content metadata through the content life cycle resolving issues (technical and non-technical) and exception handling.
- Contribute to enhancing metadata captured upstream in the production process for raw vision feeds coming in from internal and external news agencies and teams.
- On busy news days contribute to creation of descriptive metadata in Stratus and CoDA.

- Facilitate access and retrieval of content assets and migrate content between systems including Stratus, DNL and CoDA in alignment with the ABC's corporate and departmental standards and policies
- Facilitate more complex training workshops/sessions for editors on archival systems and practices and creative teams on archiving management, including designing and developing training initiatives.
- Contribute substantially to content creation efforts by utilising key specialist knowledge of news and AV content collections more broadly.
- Work closely with the Content Navigation and Digital Archives and Collections team to enhance and improve digital collections and content value.
- Work closely with the Metadata and Policy team and contribute significantly to the development and operating effectiveness of policies and guidelines.
- Work closely with CM Leadership and CoDA team to address technology, workflow and process needs, including constantly evaluating internal workflows to ensure continuous improvements are made to existing workflows and practices.
- 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 demonstrated equivalent skills, knowledge and experience.
2. Demonstrated substantial experience working in either Archives, Collection Management, Preservation or Broadcast in a large organisation.
3. Demonstrated high level leadership skills with proven experience in leading, developing and supporting small teams.
4. Highly developed problem solving, organisational and writing skills.
5. Excellent communication, influencing and interpersonal skills with ability to convey ideas and information in a manner well matched to the audience.
6. Demonstrated ability to perform metadata quality assurance and apply metadata standards and principles across a range of resources and systems with a strong level of accuracy.
7. Understanding of collection development principles and ability to evaluate material for archival and production value.
8. 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.
9. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. **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.
11. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.



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