



POSITION DESCRIPTION

Position Title	OPERATIONS SPECIALIST (TV)	Position No.	30000220
Team	News, Analysis, Investigations	Classification	Content Maker
Department	NEWS	Schedule Roster Cycle	Schedule A 2 Week Rostered
Location	CANBERRA	Band / Level	Band 3-4
Reports to	NEWS OPERATIONS MANAGER 30005627	HR Endorsement	11/09/2019

Purpose

To contribute to the creation and delivery of news content and develop skills, knowledge and experience about news production and outside broadcast

Key Accountabilities

- Plan, order, prepare, produce, and deliver television and website content for news and current affairs to meet program requirements and to work within tight deadlines.
- Communicate with editing staff, presenter, and News/Caff production staff to facilitate efficient editing and production of content.
- Function as a member of a team to enhance output and to develop professional relationships.
- Perform administrative functions to facilitate smooth running of the work area.
- 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. An enquiring mind and a passion for a career in news production.
2. Ability to work under pressure and meet deadlines
3. Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
4. Ability to problem solve, manage own workload and prioritise to ensure timely completion of tasks.
5. Skilled in the various operational duties within the area including editing, News Exchange operation, File Based Syndication.
6. Completion of TAFE certificate in Media or another relevant media qualification is desirable
7. PC literate, including use of email and Microsoft Office program suite.
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:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
11. 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.

