



## POSITION DESCRIPTION

Position Title	EDITORIAL POLICIES ADVISOR	Position No.	50060803
Team	Editorial Policies	Classification	Administrative/Professional
Department	Editorial Policies	Schedule Roster Cycle	Schedule A Non-Rostered
Location	Negotiable	Band / Level	Band 6
Reports to	EDITORIAL DIRECTOR 50042339	HR Endorsement	18/02/2021

### Purpose

To provide general pre-publication advice to ABC content teams as required; coordinate editorial guidance reviews and updates; in collaboration with others research and assist in identification of Aboriginal and Torres Strait Islander place/nation/language terms.

### Key Accountabilities

- Work effectively with the editorial policies team, and with ABC staff generally, sharing information and providing advice.
- Contribute to monthly Editorial Policies Group and Language meetings, and the ABC Pronunciation and Style guides, as required
- Coordinate the schedule for reviewing and updating general editorial guidance, under limited direction
- In collaboration with others, draft guidance on Aboriginal and Torres Strait Islander place/nation/language terms
- Manage and respond to relevant language complaints as required.
- In collaboration with others, develop online training on First Nations languages and ABC RAP commitments
- Participate in fostering a constructive climate of feedback and discussion to enhance productivity within the ABC.
- Maintain and develop an understanding of online productions, systems, and best practice.
- Develop a general understanding of the spirit and intent of relevant ABC policies, including Editorial Policies.
- Understand and apply the law as it relates to publishing content.
- 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, background knowledge, and considerable work experience appropriate to a research role in a broadcasting and media environment.
2. Advanced research, writing, and editing skills.
3. Ability to exercise considerable sound judgement and work with minimal supervision.
4. Strong communication and interpersonal skills, including the ability to build strategic working relationships, negotiate effective outcomes and deal with people diplomatically and tactfully.
5. Advanced organisational skills and an ability to manage priorities and work to set deadlines.
6. Demonstrated interest in language, editorial and/or media issues.





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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.