



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	DEPUTY CHIEF OF STAFF
Position no:	50009255
Team:	[Regional & Local]
Department:	Regional & Rural Network
Location:	Newcastle
Reports to:	CHIEF OF STAFF 50046518
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 7]
HR Endorsement:	18/08/2022

Purpose

Drive editorial planning and content gathering for ABC Newcastle across multiple platforms, to create content that aligns with ABC strategy and supports the achievement of Regional & Local's objectives.

Key Accountabilities

- Under broad direction of the Chief of Staff, provide editorial leadership in planning and production to create distinctive and compelling content that aligns with ABC strategy.
- Break original, agenda setting local stories for multiple platforms to engage local and national audiences.
- Lead the planning, development and commissioning of local and current affairs content in collaboration with other ABC content teams for multiple platforms.
- Contribute to the implementation of the Local Emergency Coverage plan and communicate with relevant stakeholders as required.
- Support the Chief of Staff in leadership and development of the team to achieve a shared understanding and commitment to team objectives, and to build and maintain a collaborative and high-performance culture.

- Collaborate with other Regional & Local and ABC teams to identify, plan and deliver local community activities and national projects to connect with communities and build audience reach and engagement.
- In collaboration with the Chief of Staff, identify and implement initiatives that drive flexibility in staffing, rostering, and resource allocation to continually improve efficiency and effectiveness.
- Act as the Chief of Staff in their absence.
- 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 highly advanced journalistic, editorial and research skills to source and break original local stories that resonate with target audiences.
3. Demonstrated substantial experience providing editorial leadership, guiding and developing content makers to create distinctive and compelling, multi-platform content.
4. Demonstrated highly developed organisational, communication and interpersonal skills supported with advanced problem solving skills.
5. 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.
6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
7. **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.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

Special Requirements

9. A current and valid Driver's Licence
10. Willingness and flexibility to travel to various locations



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