



## POSITION DESCRIPTION

Position Title	PRODUCTION EXECUTIVE	Position No.	50024804
Team	Entertainment & Specialist	Classification	[Senior Executive]
Department	Children's Content	Schedule Roster Cycle	[Executive] [Non-Rostered]
Location	Sydney	Band / Level	[EL 1]
Reports to	HEAD, CHILDREN'S CONTENT 50025307	HR Endorsement	3/09/2019
Purpose			

Reporting to the Head of Children's Production, this role is responsible for enabling the Children's department to deliver its financial and production objectives in the efficient production management, commissioning and financial measurement of programs and genres. This role provides financial strategic leadership and recommendations on production issues/conflicts and resource allocation, to deliver the Children's Content Strategy in line with best practice business procedures.

### Key Accountabilities

#### 1. Program Planning & Production Management

- Manage the production, business and planning activities associated with the commissioning of a multi-genre slate of Children's shows including drama, animation, comedy, preschool, factual entertainment overseeing ABC in-house production and working with external Producers and production companies (including co-productions).
- Implement and manage the planning of productions including staffing and resourcing, analysis of budgets, rights and schedules to ensure maximum value for money in delivery of internal and co-produced commissioned programs in association with external partners locally and internationally, government funding agencies, other external stakeholders and where relevant ABC internal genres and divisions.
- Explore and recommend cutting edge and innovative approaches to the production of high-quality Children's content in all genres including drama, comedy, animation, factual entertainment, documentary and live events.
- Provide sound strategic financial and long-term planning advice with regards to the resource management of the Children's slate of productions across multi-platforms.

#### 2. Commissioning

- Evaluate and make recommendations regarding children's program proposals submitted to the ABC by independent producers.
- Provide leadership and due diligence to ensure that Children's content is submitted through the ABC commissioning process to the expected standards in ABC business protocols.
- Effectively Manage internal and external stakeholders and ABC finance and legal to ensure projects are delivered in line with ABC Commissioning Contract.





## POSITION DESCRIPTION

- Establish and maintain senior level external stakeholder relationships with relevant television and film funding organizations, production companies and independent producers, locally and internationally.
- Effectively manage finance plans, logistics, resources, budgets and contractual aspects of producers and programs in collaboration with the relevant Children's Executive Producer.
- Foster and maintain key working relationships within the Entertainment & Specialist division and across the ABC including Technology-Group Product, ABC Business Affairs, ABC Resources, Distribution, Audience Research and ABC Commercial.

### 3. Financial Performance

- Monitor financial performance of internal and externally produced programs during production, in liaison with Executive Producers, and provide ongoing analysis and reporting on performance against budget to the Head of Children's
- Prepare compliance reports on budgetary performance, and specific Children's policy requirements and advise on options available to effect remedial action as required.

### 4. Leadership and Management of People

- Demonstrated experience in leading internal staff to ensure high performance, effective development of team members and retention of staff.
- Monitor and review staff performance, set goals for staff in line with business plans.

5. Play a key role in E&S Divisional projects and priorities in addition to genre specific allocation.

6. Actively model and promote the ABC values and apply all relevant workplace policies and guidelines, including Editorial Policies, Equity & Diversity and OH&S, with particular attention to ABC Working with Children Policies and Editorial Policies specific to Children's content.

7. 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. Demonstrated high level leadership and managerial ability within a media organisation.
2. Demonstrated ability to manage strategic and operational planning across multiple and complex Television and Content productions.
3. Demonstrated high level experience and a good working knowledge of production planning, business and financial management in a production house or broadcasting environment.
4. Accomplished resource management skills, together with demonstrated analytical, planning and organisational abilities.
5. Effective leadership and communication skills; ability to guide and influence others.
6. Demonstrated ability to manage a comprehensive slate of projects simultaneously.
7. Extensive experience in developing networks and relationships at a senior level within the media industry.



## POSITION DESCRIPTION

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.
11. Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people. And, ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.