



# POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	EXECUTIVE PRODUCER
Position no:	30005097
Team:	[Audio]
Department:	Factual Content
Location:	Brisbane
Reports to:	FACTUAL EDITOR 50047758
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 8]
HR Endorsement:	6/03/2025

## Purpose

Provide leadership and editorial direction to the production team for Life Matters, one of Radio National's flagship daily live programs. Life Matters covers a range of everyday issues, broadly covering health, finance, work, education, relationships and family in modern Australian society.

## Key Accountabilities

- Set the direction and editorial agenda for Life Matters. Build a vibrant and dynamic must-listen daily show that is responsive to current events in society at large and meets audience needs.
- Managing the team of Life Matters content makers including rostering and backfills. Being the first level of upward referral for editorial issues and reporting to Factual Editor, Society & Culture.
- Generation of original ideas to produce sophisticated, relevant and creative programs which engage audiences.
- Conceiving and implementing creative strategies to build Life Matters' digital and broadcast audience.
- Overseeing the implementation of vertical videos for Radio National's social feeds meeting the required quota.
- Providing regular feedback to all Life Matters team members, including annual appraisals and performance management.

- Giving ongoing support and coaching to the Life Matters presenter on editorial issues and presentation.
- Fault free studio producing and live panelling as needed.
- Overseeing rosters and program budgets and running the show within the annual budget.
- 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. Extensive journalism experience and highly advanced editorial judgement, coupled with excellent news sense.
3. A proven ability to source and maintain contacts in Life Matters' subject areas.
4. High level organisational skills and capability to juggle competing demands.
5. Demonstrable people management skills with established ability to manage and develop team members; the ability to produce outstanding quality content while working to tight deadlines.
6. Extensive knowledge, interest and understanding of issues of national and international importance and an understanding of how to make this relevant and of interest to the Life Matters audience.
7. Experience in managing program budgets and resources.
8. Ability to studio produce and panel operate or willingness to learn these skills.
9. 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.
10. A proven ability to source and maintain contacts across the broader Australian community.
11. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
12. **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.
13. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

