

ABC POSITION DESCRIPTION

Division:	News	Job Title: <i>Digital Production Manager</i>
Department:	News Digital	Classification: Content Maker Band 6, Schedule A (Rostered 2 Weeks)
Location:	Brisbane	
Reporting to:	Supervising Production Manager P392596	
Objective:	To enable timely, cost effective production through the provision of specialist advice and analysis on budgets, planning, forecasting, resource management and audience analytics for the News Digital operation.	
Key Accountabilities:		
<ul style="list-style-type: none">• Provide support and analysis to the News Online management team in relation to employment, budget, audience data, rostering and performance management.• Implement and manage financial planning, reporting and other business arrangements associated with online production, this includes the creation of draft budgets, maintaining expense trackers and assisting in the digital resource process.• Provide high level analysis creating data dashboards on audience figures and digital workflows within the Digital News team environment, in regards to existing and future roles in relation to budget and expense management. Use the analysis to provide input on return on investment.• Under limited direction manage and implement digital projects/change initiatives for the department as required.• Monitor and coordinate the efficient use of financial resources associated with News Online: Approve invoice payments within financial delegation and prepare month end accruals, forecasts and journals.• Develop and maintain strong key stakeholder relationships with Divisional contacts and external parties.• Actively promote the ABC values and apply all relevant workplace policies and guidelines.• All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work.		
Key Capabilities/Qualifications/Experience:		
<ol style="list-style-type: none">1. Relevant tertiary education and/or equivalent experience in online digital production and budget management.2. Demonstrated high level understanding of digital production and requirements relating to planning, projects, scheduling, budgets, costing systems and industry software requirements/standards3. Demonstrated highly advanced analytical skills in planning and prioritizing digital budget, projects and tasks; also in tracking and analyzing audience data.4. Considerable knowledge and experience with Microsoft Office, Excel – Pivot tables, Concur, SAP and/or relevant payroll and financial management systems.5. Proven ability to deliver output with a high attention to detail while working under pressure to tight deadlines.6. Proven high level interpersonal and communication skills and ability to work effectively with a range of people and assist in building relationships within the ABC and external stakeholders.7. An understanding of and commitment to the ABC’s aims, values and workplace policies.		