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| **Division:** | *Editorial Policies* | Position Title: |  *Research & Administration Officer* |
| **Department:**  | **Editorial Policies** | **Classification:** | **Administrative/Profession (Sched A)** **Band 5/6 - (non-rostered)****Permanent Part-Time (22 – 30 hours per week)** |
| **Location:** | **Ultimo - Sydney** | **Position No:** | **P446602** |
| **Reporting to:** | **Editorial Director** | **Approval:**  |  |  |
| **Purpose:** | Provide support to the Editorial Director and the Editorial Policies Division in the delivery of training programs, the preparation of internal and external editorial reviews and in general administration and record keeping, meeting organisation and minutes, etc… |
| **Key Accountabilities:** * Assist with corporate reporting, administrative and record keeping requirements for Editorial Policies Division
* Provide administrative support to the Editorial Director
* Assist with the organisation and delivery of editorial training
* Organise divisional meetings, including distribution of agendas, minute-taking, etc…
* Administrative responsibility for the Editorial Policies website and intranet page
* Undertake research and prepare materials for both internal and external editorial reviews
* Develop and maintain an understanding of the ABC’s Editorial Policies and associated guidance.
* 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. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors and Other Officers.
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| **Key Capabilities/Qualifications/Experience:**1. High level writing and editing skills.
2. Strong organisational and problem solving skills, including ability to meet deadlines.
3. Demonstrated communication and interpersonal skills.
4. Ability to make sound judgements and work with minimum supervision.
5. Previous experience or a demonstrated interest in editorial and/or media issues advantageous.
6. 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 an ability to communicate sensitively and effectively with Aboriginal and/ or Torres Strait Islander people.
7. An understanding of and commitment to the ABC’s [aims, values and workplace policies.](http://about.abc.net.au/)
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