



POSITION DESCRIPTION

Position Title	News Operations Manager ACT	Position No	S 30005627
Team	News	Band	
Department	News Operations	Classification	Executive level 1
Location	Canberra, Northbourne	Schedule	
Reporting to	Head Operations & Projects	Roster Group	
		Endorsement	(to be completed by HR)

Purpose

Lead and coordinate News Operations staff and facilities, manage budgets and allocate resources to meet News' requirements.

Key Accountabilities

1. Operational Planning & Administration

- Lead the planning and allocation of staff and resources to provide a flexible, audience focussed team to meet News requirements.
- Contribute to operational and editorial planning to enhance content output.
- Monitor and assess the operational performance of the state to identify and drive opportunities for improvement.

2. Leadership & Management

- Provide leadership to all staff to ensure a shared understanding and commitment to divisional objectives. Develop the multiplatform capability of the Operations team to ensure a flexible, responsive workforce.
- Recruit, develop and manage staff to meet current and future operational goals. Set goals for staff in line with business plans and monitor and review their performance with a strong audience emphasis.
- Develop and maintain a cooperative and positive work environment.
- Lead the management of the News Operations Strategic Vision and ensure objectives of the strategy are met.
- 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.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications preferred.
2. High Level planning, production and/or operational management experience in a production or multiplatform company and/or broadcasting environment.
3. Excellent knowledge of current trends and best practice in news operations and editorial management.
4. Demonstrated management ability, together with high level analytical, editorial, planning and organisational skills.
5. Demonstrated management ability of organisational change processes.





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6. Excellent communication and negotiation skills, together with an inclusive team leadership style and an ability to inspire a diverse group of people in a demanding, high profile environment.
7. An understanding of and commitment to the ABC's [aims, values and workplace policies](#).

