|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Title | | Assistant Production Manager | Position No | P388610 |
| Team | | News, Analysis and Investigations | Band | Band 5 |
| Department | | ABC News Channel | Classification | Content Maker |
| Location | | Ultimo, Sydney | Schedule | A |
| Reporting to | | Production Manager, News Channel | Roster Group | 2 weeks |
|  | |  | Endorsement | (to be completed by HR) |
|  | | | | |
| Purpose | | | | |
| Provide high level effective administrative and production support to facilitate the smooth running of the News Channel staff, in regard to accurate and appropriate workflow allocation and planning. | | | | |
| Key Accountabilities | | | | |
| * Plan, execute and co-ordinate the workflow allocation of News Channel staff in collaboration with the Chief of Staff (COS). * Assist the News Channel Production Manager in the effective day to day operation of the news room in regard to salary management. * Work as part of team to provide efficient office management within a busy newsroom. * React quickly and effectively within a breaking news environment. * Act as first point of contact for the News Channel newsroom; deal promptly with queries and determine priorities. * Assist in staff training for automated systems * Develop and maintain effective relationships with other program departments and resource/service providers. * 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. Well developed planning, administrative and organisational skills. 2. Proficient Rostering management skills. 3. Pro-active approach to problem solving 4. Can take initiative, within in a fast-paced environment while maintaining priorities in day to day tasks. 5. Aptitude for accuracy and attention to detail within a deadline environment. 6. Has familiarity with and general understanding of newsgathering and production techniques, procedures and terminology desirable. 7. Proficient in the use of ScheduAll, Concur, Microsoft Office (Excel intermediate or advanced) and Outlook. 8. An awareness of ABC agreements, policies and procedures in relation to employment, rostering and payroll. 9. An understanding of and commitment to the ABC's [aims, values and workplace policies.](http://about.abc.net.au/) | | | | |
|  | | | | |