ABC POSITION DESCRIPTION

Division:	ABC Regional	**Position Title:**	Chief of Staff
Department:	Goldfields WA	**Classification:**	Content Maker, Schedule A (rostered 2 weeks) Band 7 - 8
Location:	Kalgoorlie WA	**Position No:**	P447234
Reporting to:	Regional Editor WA	**Approval:**	

Purpose: On a daily basis oversee the regional content gathering to meet changing coverage and content requirements across all platforms in a responsive and efficient manner.

Key Accountabilities:

1. Provide effective leadership for a whole-of-team approach to content creation that is timely, relevant, comprehensive, innovative and high quality.
2. Oversee and co-ordinate original and relevant output of the region to attract, retain, and build audience.
3. Identify content that could travel across regions and nationally, in liaison with the Regional Editor.
4. Manage the team to build and maintain positive and collaborative workplace culture, with a focus on staff working together towards individual and team-based goals in line with Regional strategies/goals/priorities.
5. In consultation with Regional Editor, work with the team to develop team goals and objectives in line with goals and strategies of ABC Regional and the ABC.
6. Develop and build team capability through appropriate training, coaching and mentoring.
7. Create compelling local broadcast, social media and online content to engage local and national audiences across platforms.
8. Actively identify local content that could travel to other content areas across the ABC, and in line with the ABC Regional strategies.
9. Actively engage in community activities on national projects, with support of the audience content and community partnerships teams.
10. Effectively and efficiently manage the administration of region, recruitment, performance appraisals and leave in liaison with the Regional Editor.
11. In consultation with Regional Editor identify and maximise efficiencies in rostering, scheduling, task assignment and other resource allocation.
12. Act as the contact point for Property, Technology and other areas of the ABC as required.
13. Comply with ABC Editorial Policies, SCOSE and the law as it relates to broadcasting and publishing content.
14. Actively promote the ABC values and apply all relevant workplace policies and guidelines.
15. 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.

Selection Criteria:

1. Demonstrated editorial leadership with a proven track record working in a Radio and/or News content making environment.
2. Demonstrated experience in planning, gathering and producing innovative content; demonstrated ability to produce clear, strong, editorial content with a high level of accuracy and in accordance with editorial policies.
3. Superior organisational, planning and communication skills; excellent problem solving, prioritising and troubleshooting skills.

4. Proven ability to influence, develop and guide team members; demonstrated experience managing staff in a team environment and under pressure.
5. Demonstrated ability to work collaboratively across teams to develop and deliver shared editorial priorities.
6. Demonstrated ability to build strong professional relationships with internal and external stakeholders.
7. Demonstrated resource management skills.
8. High level understanding of programming priorities and strategic objectives of ABC Regional.
9. An understanding of and commitment to the ABC's aims, values and workplace policies.