



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	HACK EXECUTIVE PRODUCER, triple j
Position no:	50048963
Team:	[Entertainment & Specialist]
Department:	triple J Programs, Hack
Location:	Ultimo
Reports to:	MANAGER TRIPLE J, HACK, UNEARTHED 30001330
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 8]
HR Endorsement:	11/02/2021

Purpose

To be lead the strategic vision of Hack content on whatever platform it appears and implement that strategy on a day to day basis. Manage the team of Hack content makers, be the first level of upward referral and report to triple j's Content Manager.

Key Accountabilities

- Lead the overall vision, editorial direction and production teams for triple j Hack across radio, digital, video, TV and social platforms.
- Provide daily editorial and creative leadership to the Hack team across radio, digital, video and social platforms, leading editorial decisions and overall direction.
- Direct formats, story treatments and platforms for Hack content, ensuring audience interaction and creative engagement.
- Edit, sub edit, fact-check and publish radio and digital content produced by Hack reporters.
- Consistently produce original and breaking stories that resonate with a national youth audience.
- Daily liaison with ABC News/CAff and other triple j program teams to get further value out of stories and ensure immediate delivery of breaking stories.
- Live produce the Hack radio program as required.

- Provide regular feedback to all Hack team members, including annual appraisals and performance management.
- Give ongoing support and feedback to the Hack presenter on editorial and presentation issues.
- With the triple j Content Manager, co-ordinate triple j Hack rostering, travel and discretionary budget.
- Maintain Hack within the overall triple j network strategy, including integration with other triple j programs and Music News.
- Manage Hack relationships and partnerships with ABC News and ABC TV, co-producing and sharing content wherever relevant.
- Alongside ABC News, oversee editorial content for triple j news bulletins and integrate where relevant with triple j Hack content.
- Adhere to station program briefs & ABC editorial guidelines.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Highly advanced editorial skills and judgement with a creative approach to radio, digital and video story construction, delivery and interactivity.
2. Detailed knowledge of key issues that are relevant to triple j's 18 – 24 audience.
3. Advanced ability to initiate, research, and produce creative, accessible and relevant stories and issues content for a young Australian audience.
4. An intricate and sophisticated understanding of triple j and triple j Hack's strategic direction.
5. High level experience leading a team of content makers, coordinating workflows and giving feedback.
6. Outstanding interpersonal and motivational skills. The ability to work under pressure and to tight deadlines on a daily basis.
7. Capability to influence and guide staff
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
11. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.

