



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	NEWS CO-ORDINATOR
Position no:	30007166 Backfill
Team:	[News]
Department:	News NT
Location:	Darwin
Reports to:	NORTHERN TERRITORY EDIOTR 30006468
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 5-6]
HR Endorsement:	20/09/2024

Purpose

Provide support to the NT News Editor and Team Leaders in planning, logistics and resource allocation and work with the leadership team to ensure the efficient, cohesive, and innovative running of the Darwin Newsroom.

Key Accountabilities

- Collaborate with the News Editor and leadership team to oversee newsgathering and production with an emphasis on News Operational areas.
- Under limited direction, provide high-level planning, logistics and resource allocation support for newsgathering, programs, and general and major events.
- Work collaboratively and communicate clearly with the NT News leadership team.
- In collaboration with the News Editor, ensure resources are assigned efficiently, whilst regularly reviewing practices.
- Generate stories that are relevant to a broad section of Australians and reflect the cultural, geographic and socio-economic diversity of the country.
- Actively engage with communities in Australia's outer suburbs to find and tell stories that are relevant for them and in line with the News strategy, "More Relevant to More Australians".
- 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. Relevant tertiary qualifications or demonstrated equivalent skills, knowledge and experience.
2. Excellent teamwork, communication, interpersonal and time management skills.
3. Advanced ability to negotiate influentially and effectively in a busy newsroom environment and with people from a range of diverse backgrounds.
4. Comprehensive planning and logistics management skills, with a clear understanding of resource allocation for daily news and special events coverage.
5. Excellent ability to work both autonomously and collaboratively, and to deadlines in a pressured environment.
6. Established skills and ability to prioritise and effectively manage workflow and output with the ability to take the initiative and make judgements on planning and resources when required.
7. Demonstrated comprehensive understanding and passion for content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds.
8. Advanced knowledge and understanding of the relevance and scope of ABC News strategies.
9. A demonstrated and ongoing interest and passion in finding and telling stories that reflect Australia's diversity.
10. A proven ability to source and maintain contacts across the broader Australian community.
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.
12. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
13. **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.
14. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

