



POSITION DESCRIPTION

Position Title	Chief of Staff	Position No	50046511
Team	Regional & Local	Band	7
Department	Regional & Rural Network	Classification	Content Maker
Location	Mackay, Queensland	Schedule	A
Reporting to	Regional Editor, Queensland	Roster Group	Rostered
		Endorsement	HR November 2018

Purpose

Drive editorial planning and content gathering for ABC Mackay across multiple platforms, to create content that aligns with ABC strategy and supports the achievement of Regional & Local's objectives.

Key Accountabilities

1. Provide editorial leadership in planning and production to create distinctive and compelling content across all platforms, that aligns with ABC strategy.
2. Lead and develop the team to achieve a shared understanding and commitment to team objectives, and to build and maintain a collaborative and high-performance culture.
3. Create and produce content for local program/s.
4. Under broad direction of the Regional Editor, identify local content that can be shared with other content teams in Regional & Local and across the ABC on multiple platforms.
5. Manage the implementation of the Local Emergency Coverage plan and communicate with relevant stakeholders as required.
6. Collaborate with other Regional & Local and ABC teams to identify, plan and deliver local community activities and national projects to connect with communities and build audience reach and engagement.
7. Identify and implement initiatives that drive flexibility in staffing, rostering, and resource allocation to continually improve efficiency and effectiveness.
8. Actively promote the ABC values and apply all relevant workplace policies and guidelines.
9. 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. Tertiary qualifications in a relevant discipline, or demonstrated equivalent skills, knowledge and experience.
2. Strong editorial skills including the ability to source and analyse information and exercise reliable judgement.
3. Demonstrated experience in leading and developing teams or in mentoring colleagues.
4. Strong understanding of the issues that affect and interest the local audience.
5. Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.





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6. 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.
7. Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. Understanding of the relevance and scope of ABC policies and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace.

Special Requirements

- A current and valid driver's licence

