



# POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	OPERATIONS SPECIALIST
Position no:	30002885
Team:	[News]
Department:	ACT Ops Specialist Field
Location:	Canberra
Reports to:	OPERATIONS SPECIALIST – FIELD TEAM LEAD 50011645
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 4-5]
HR Endorsement:	30/09/2024

## Purpose

Under routine to general direction, generate distinctive video and stills content for broadcast and digital News coverage, while providing production support including sound recording and editing.

## Key Accountabilities

- Initiate production ideas and concepts for stories and story projects and deliver video and still content across broadcast and digital platforms, working to specific deadlines.
- Edit video content for broadcast and social media platforms to a high standard. Display creativity and enhanced editing skills.
- Actively participate in the News team, working collaboratively and communicate clearly with the News Operations, Parliament House and ACT News leadership teams, accepting creative feedback.
- Maintain interest in News events and issues with a view to generating and contributing creative video content.
- Provide support in planning for general and major news events, generating content ideas for development.
- Contribute to editorial story planning, as well as to the commissioning, gathering and delivery of daily News content.

- Keep abreast of digital and technological changes and demonstrate a willingness to adapt to new technology, work practices and ways of reaching new audiences.
- 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 to find and tell stories that are relevant for them and in line with the News strategy.
- 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. Advanced knowledge and skills as a multiskilled operator including camera, editing and sound recording.
2. Demonstrated capability in video editing.
3. Proven ability to work both autonomously and collaboratively and to meet deadlines in a high-pressured environment.
4. Accomplished ability to produce content which meets or exceeds ABC Editorial Policies and standards.
5. Proficient communication skills and willingness to collaborate with a team working as one newsroom.
6. Willing to work rotating shifts across a seven-day roster, travel domestically and internationally and to adapt to changing work practices as required.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **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.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
10. 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.
11. A demonstrated and ongoing interest and passion in finding and telling stories that reflect Australia's diversity.
12. A proven ability to source and maintain contacts across the broader Australian community.

