



POSITION DESCRIPTION

Position Title	Executive Producer	Position No.	50017251
Team	Entertainment & Specialist	Classification	Senior Executive
Department	Factual and Entertainment	Schedule Roster Cycle	Executive
Location	Ultimo	Band / Level	EL 1
Reports to	Factual Manager	HR Endorsement	3/06/2019
Purpose			

To further the ABC's reputation for distinctive and innovative Factual and Entertainment programming and ensure that it connects with our audience. Focus on creative excellence in execution, information and communication with internal stakeholders, PAN ABC collaborations and the external impact of those productions.

Key Accountabilities

1. Creative and Editorial Leadership

- Lead the creative execution of relevant and thought provoking high quality programs across Entertainment Television and Online audiences.
- Ensure distinctive and creative excellence in productions.
- Provide sound editorial judgement and ensure that the highest standards are met in accordance with ABC Editorial Policies and in line with divisional strategy.
- Work with the Development department on originating and progressing new and innovative ideas.
- Further existing productions by developing and overseeing digital extensions, PAN ABC collaborations and Impact / Outreach opportunities.

2. Leadership & Management of People

- Manage production teams to ensure high performance and development of team members.
- Actively promote the ABC Values and apply all relevant workplace policies and guidelines.
- 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.

3. Resource and Contract Management

- Effectively manage logistics, resources, budgets, scheduling, and contractual aspects of productions as required.
- Implement effective business planning and ensure key outcomes.





POSITION DESCRIPTION

4. Stakeholder Management

- Establish and maintain effective external stakeholder relationships with relevant television and film funding organizations, production companies and independent producers, both locally and internationally whilst adding to the ABC becoming the broadcaster of choice for quality Factual and Entertainment programs.
- Foster and maintain key relationships within the Entertainment and Specialist division and across the ABC including TV Multiplatform, Innovation, News Resources and ABC Commercial.
- Actively promote the ABC values and apply all relevant policies and guidelines including Editorial Policies, Equity & Diversity and Work Health & Safety.

Key Capabilities/Qualifications/Experience

1. Creative, decisive and versatile; the ability to work well under pressure, oversee several series and one-off projects simultaneously.
2. Strong editorial skills; with demonstrated ability to apply sound editorial judgement on challenging editorial, legal, ethical and other policy issues.
3. Expertise and a passion for contemporary Factual and Entertainment production.
4. Demonstrated ability to identify and develop new program concepts with an emphasis on innovative content; demonstrated knowledge of the aims of the ABC, the ABC Act and Charter.
5. Strong management skills in staffing, resources, budgets, planning and reporting.
6. Experience and proven track record at a senior level in the planning, development and production of factual programs.
7. Demonstrated strong personal drive and commitment in a changing media environment.
8. Demonstrated ability in project analysis; good working knowledge of local and international trends in factual productions; strong affiliations and knowledge of local and international production community.
9. An understanding of and commitment to the ABC's aims, objectives and workplace values, together with relevant policies and guidelines including Editorial Policies, Equity & Diversity and Work Health & Safety.