



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	HOTTEST 100 DATA JOURNALIST & ANALYST
Position no:	50065849
Team:	[Entertainment & Specialist]
Department:	triple j
Location:	Ultimo
Reports to:	HOTTEST 100 EXECUTIVE PRODUCER 50065735
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 6]
HR Endorsement:	10/01/2023

Purpose

Apply data science and statistical skills to tell stories about the Hottest 100 with data, contributing to infographics, data visualisation and interactive journalism efforts. Assist in creating structures to analyse historic and current voting data, with a view to maintaining and safeguarding the integrity of the countdown.

Key Accountabilities

- Compile, clean and analyse datasets to uncover information and tell meaningful stories.
- Build and maintain a data-driven source of information on historic and current Hottest 100s.
- Work closely with content makers, developers, designers and editors to test and deliver data-driven stories and/or interactive journalism that provides insight and context to the Hottest 100.
- Serve as a data analysis resource for editorial staff.
- Actively participate in various forums, such as editorial meetings, to contribute to the development of ideas and leads that result in the creation of engaging stories on digital platforms.
- Develop and maintain key documentation, including report templates, and iterate reporting methods to ensure insights are presented clearly, concisely and in an engaging manner.

- Continually review reporting processes and methodologies to identify opportunities for improvement.
- Work effectively and collaboratively in a team, suggesting ideas and helping to develop the output needs of others.
- 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 computer literate, with advanced knowledge of Microsoft Excel, Word and PowerPoint.
2. Advanced understanding and ability to evaluate numerical data, tables, charts and graphs; perform calculations; make comparisons and combine quantitative information.
3. Significant industry experience and an advanced knowledge of media software, quantitative analysis tools and/or qualitative research methods.
4. Experience in data mining and analysis, and a demonstrated ability to present the results in data-driven articles and/or visual journalism and news apps.
5. Proven experience in researching and creating original stories and using digital platforms to tell stories in ways that enhance audience understanding and engagement.
6. A strong understanding of the audience and the strategic direction of triple j, with a proven ability to create cross platform stories and content that engage an 18–24-year-old audience.
7. Demonstrated communication skills with the ability to convey generally complex insights, information and ideas to others; and prepare and present information clearly and accurately.
8. High-level interpersonal and motivational skills and ability to work under pressure and to tight deadlines. Proven team player.
9. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. **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.
11. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
12. **Diversity and Inclusion:** 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.

