



## POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	PROGRAMMER, ABC ME
Position no:	50045911
Team:	[Entertainment & Specialist]
Department:	Content Curation & Distribution
Location:	Ultimo
Reports to:	SENIOR CHANNEL MANAGER, CHILDRENS 50045909
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 7]
HR Endorsement:	21/07/2022

### Purpose

To editorially manage the planning and distribution of ABCME program schedules across all platforms and to act as key point of contact for all relevant stakeholders.

### Key Accountabilities

- Prepare & manage ABCME editorial plans for all platforms, in conjunction with the Senior Channel Manager Children's.
- Assist the Senior Channel Manager in strategic planning for all ABC platforms targeting the 7-13-year-old audiences and their families, creating content portfolio and distribution plans as required.
- Work collaboratively with stakeholders to ensure ABCME priorities are best reflected in all their activities.
  - Prepare ABCME priorities for internal distribution and act as a key editorial point of contact for Marketing and Digital Products teams.
  - Liaise with Media Operations and all internal stakeholders regarding the released children's schedule.
  - Liaise with Children's Commissioning, Production and Acquisitions regarding suitability of all content, ensuring compliance to Editorial Policies and on-air standards, aligning to channel goals.
- Liaise with Technical and Program Acceptance Officers, Business Affairs and the Children's Acquisitions Manager regarding program delivery.
- Provide and oversee plans to Program Planner and Media Operations for ABCME channel schedules, ensuring schedule accuracy and integrity. Integrate these in complementary fashion with other children's channel plans.

- Provide comprehensive content assessments and brand updates as required.
- Maintain excellent working relationships with ABC Children's production teams
- Assist with the communication of ABCME channel plans to internal and external stakeholders.
- Determine and provide relevant briefings on promotion and presentation requirements.
- Undertake ad hoc special projects for Channel Manager, as required.
- 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 and/or substantial relevant work experience.
2. Proven experience in programming and evaluating content offers for younger audiences, demonstrating substantial editorial skills and judgement.
3. Strong understanding of how children engage with entertainment content and brands.
4. Demonstrated understanding of scheduling children's content across multiple platforms.
5. Strong stakeholder management skills and experience working with internal and external creators.
6. High level organisational skills and the proven ability to work effectively as part of a team. Excellent accuracy and attention to detail
7. Effective communication skills and an ability to present and promote ideas, projects and strategic objectives to internal and external groups.
8. Comprehensive technical ability with all relevant software.
9. Knowledge of local & international children's content and programming trends, existing inventory, international market and potential acquisitions.
10. ABC Principles: Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
11. 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.
12. Diversity and Inclusion - Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
13. 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.
14. A current working with children/police clearance and ongoing renewal/maintenance of this clearance in accordance with relevant legislation.

