



## POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	AUDIO ON DEMAND COORDINATOR
Position no:	50062469
Team:	[News, Analysis, Investigations]
Department:	Audio News (On Demand)
Location:	Ultimo
Reports to:	ON DEMAND SUPERVISING PRODUCER 50059772
Classification:	Content Maker
Schedule:	[Schedule B]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 5-6]
HR Endorsement:	22/10/2021

### Purpose

Coordinate the production and delivery of audio on demand content from a variety of ABC program teams, to ensure a broad range of regional, local and national stories are available and relevant to a broad audience.

### Key Accountabilities

- Under limited direction, commission, edit and help program teams produce content from around the ABC network, for inclusion in audio on demand products, including flash bulletins and segmented audio for the News Stream on the Listen app and smart speakers.
- Ensure a variety of content is sourced from ABC program teams and serves a broad range of interests, including regional and local news and current affairs, national issues, sports and entertainment content.
- Ensure content adheres to the ABC's highest journalistic standards, is accurate, timely and delivered in a style best suited to audio on demand consumption.
- Work closely with a range of journalists and content teams from around the ABC network, educating them about audio on demand consumption habits and training them in best practice audio on demand storytelling.

- Liaise with and stay across output from a range of teams including the Network Desk, foreign bureaux, state newsrooms, specialist desks and current affairs programs to help deliver appropriate content for audio on demand.
- Closely monitor news and current affairs from a broad range of media outlets, both domestically and internationally, to ensure audio on demand products are as accurate, relevant and are as up to date as possible.
- Closely monitor user data and insights to help ensure audio on demand content reaches and engages the broadest possible audience.
- Support production of on demand stories as required including sub editing, publishing and creating content when necessary.
- As required, provide assistance to lead teams to ensure best practice standards are maintained and workflows are managed efficiently and productively.
- Respond quickly to system outages and distribution problems to resolve issues without delay. Help to ensure consistently efficient use of production resources.
- 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 in Australia's outer suburbs to find and tell stories that are relevant for them and in line with the News strategy, "More Relevant to More Australians".
- 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. Demonstrated independent editorial judgement and experience working in a high-pressure News environment. With considerable experience preparing and assessing program content of a complex nature, with speed and accuracy.
2. Sound experience in sub-editing, planning, gathering and producing innovative news output; demonstrated ability to produce clear, strong, editorial content with a high level of accuracy and in accordance with Editorial Policies and Style Guides.
3. Demonstrated understanding of the law as it relates to broadcasting and publishing.
4. Excellent organisational, planning and communication skills; proven ability to work in a dynamic, fast paced environment with flexibility and initiative.
5. Proven editorial skills including the ability to source and analyse information and exercise sound judgement.
6. Advanced ability to work well with a diverse range of people and program areas; ability to work collaboratively and help build strong working relationships across a variety of teams.
7. Highly developed understanding of audio on demand content, platforms and audience consumption habits.
8. Experienced and proficient in the use of multimedia editing and audio production systems; with training in Core Media systems.
9. A demonstrated and ongoing interest and passion in finding and telling stories that reflect Australia's diversity.
10. A proven ability to source and maintain contacts across the broader Australian community.

11. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
12. **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.
13. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
14. 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.



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