



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	SERIES PRODUCER
Position no:	50000245
Team:	[News, Analysis, Investigations]
Department:	News - Q+A
Location:	MELBOURNE
Reports to:	EXECUTIVE PRODUCER 50010084
Classification:	Content Maker
Schedule:	[Schedule B]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 8]
HR Endorsement:	22/08/2020

Purpose

This role plays a lead role in the planning, production and broadcast of topical, inclusive, agenda setting content for Q+A.

Key Accountabilities

- Under broad direction and in collaboration with the Executive Producer, ensure that the program is an effective production that aligns with the ABC strategy and supports the achievement of Q+A objectives.
- In consultation with the Executive Producer, take responsibility for the line-up and on-air production of Q+A which involves sharing responsibility for creating the rundown and supervising the team to ensure the program is delivered in accordance with appropriate guidelines each week.
- Develop, plan and produce future programs, panels, OB's and audience content in consultation with the Executive Producer that are relevant, thought-provoking and appeal to target audiences.
- Identify and secure inspiring talent for weekly programs and prepare detailed panel briefing notes for the presenter.
- Take an active role in editorial leadership meetings while playing a key role in decision making on program content and ensure a regular flow of original high-quality ideas.

- In consultation with Executive Producer, ensure a continuous flow of strong agenda-setting items which contribute to the program through innovative ideas which attract new and diverse audiences.
- Suggest ideas, angles, talent and follow-up stories and encourage discussion and debate among the team.
- Monitor and regularly brief the Executive Producer on developments and liaise regularly with key stakeholders including ABC News, R&L and E&S for content opportunities and cross program tie-ins.
- Work with promo producers to write and produce dynamic promotional material for the program.
- Supervise and train staff while providing effective leadership that focusses on building and sustaining a high performing and motivated team.
- 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. Outstanding editorial skills and experience as a reporter and/or producer; demonstrated ability to create sharp, compelling content for live broadcast television and explain complex issues that inform and engage a diverse audience.
2. Highly developed communication and interpersonal skills with the ability to build and maintain strategic relationships with relevant stakeholders.
3. An exceptional knowledge base and interest in a broad range of current affairs with the ability to translate topics into compelling viewing for a diverse audience.
4. Highly developed planning, organisational and negotiation skills to lead a highly effective production team.
5. Demonstrated ability to cope under pressure, anticipate problems and take initiative in directing responses to unexpected situations in a particularly complex environment.
6. Proven ability to produce and report compelling and thought-provoking content which will adhere to ABC Editorial Policies and Style Guides.
7. Proven high level ability to work accurately and to deadlines in a pressured environment.
8. 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.
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:** in building an inclusive and supportive culture where diversity is valued.

