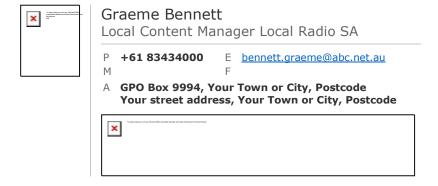
From: Graeme Bennett

**Sent:** Wednesday, 10 November 2021 1:14 PM

To: Deborah Ocallaghan

**Subject:** FW: Reporter Digital B5 HR approved - job plan

**Attachments:** Reporter Digital B5 HR approved.docx



From: Graeme Bennett

Sent: Tuesday, 20 April 2021 8:50 AM

To: Rebecca Kemp (Kemp.Rebecca@abc.net.au) < Kemp.Rebecca@abc.net.au>; Deborah Ocallaghan

<Ocallaghan.Deborah@abc.net.au>

Subject: Reporter Digital B5 HR approved - job plan

FYI

Cheers

GB



## POSITION DESCRIPTION

Position Title	LOCAL REPORTER, DIGITAL	Position No.	TBC
Team	Regional & Local	Classification	Content Maker
Department	Capital City Radio Network	Schedule Roster Cycle	Schedule A 2 Week Rostered
Location	Adelaide	Band / Level	Band 5
Reports to	CONTENT DIRECTOR [position number]	HR Endorsement	11/11/2020
Purpose			

Contribute to the delivery of Regional & Local's digital strategy and create and distribute original local digital content that aligns with ABC strategy and supports the achievement of Regional & Local's objectives.

## Key Accountabilities

- Under general direction of the Content Director, research and prepare original local content to reach audiences on digital platforms ensuring compliance with the ABC style guide.
- In tandem with early to mid-morning broadcast teams, regularly break exclusive local stories for digital and broadcast platforms.
- Identify suitable leads from talkback calls, SMS and Social Media messages to develop original, high-quality stories.
- Select, write and publish digital versions of daily broadcast content, ensuring compliance with the digital style guide.
- Work closely with early to mid-morning News SA broadcast and digital teams to provide focus, co-operation and story development opportunities.
- Develop strong contacts with community groups in areas underserved by ABC content using community meetings, councils, social media and online forums to source story ideas and talent and extend distribution.
- Contribute to planning and commissioning processes and in team meetings.
- Support the Social Media and broadcast teams 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 or demonstrated equivalent digital journalism skills, knowledge, and experience.
- 2. Accomplished editorial skills. The ability to source and analyse information, exercise sound editorial judgement, meet tight deadlines, along with a demonstrated ability to consistently break original local stories.
- 3. Capacity to work effectively in a fast turnaround, high pressure environment.
- 4. Strong understanding of cross platform content production, including experience and accomplished ability in the use of multimedia editing and production systems.
- 5. 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.
- 6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.





## **POSITION DESCRIPTION**

- 7. **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.
- 8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.