Position Title:	Manger, Programming and Content	Position Number: 16729		Faculty/Division: Services and Resources
Classification:	HEO 7	No. Direct Reports 5 & Highest Classified Position: HEO5		School/Branch: Infrastructure
FTE:	Reports to: General Manager,	Fixed ☒	Continuing ☐	Discipline/Unit: Radio Adelaide

Position Summary:	Radio Adelaide is part of the Infrastructure Branch of the University of Adelaide. It is a dynamic community radio station committed to independent media, social justice and the power of communities. Radio Adelaide's programs and content are diverse with a strong focus on news and current affairs, local issues, lifelong learning, arts and culture, non-mainstream music and community access. It also provides media production services to a range of clients and is a Registered Training Organisation delivering nationally accredited training in community, VET and University settings Working under limited direction, the Manager, Programming and Content develops the strategies, policies and processes for Radio Adelaide's personnel to produce high quality, engaging content on the station's radio and online platforms.		
Position Characteristics:	**Scope**		The Manager, Programming and Content carries key responsibility for; Radio Adelaide's strategic development and operation, a budget of approximately $1million generated through strategies developed within the station, developing and improving procedures, policies, systems and technology, and for ensuring an accessible, participatory environment focussed on learning and development for over 400 volunteers and approximately 20 full time and part time staff.
	Significant internal/external relationships		Vice President Services and Resources Director, Infrastructure Radio Adelaide radio and online audiences Radio Adelaide volunteers Radio Adelaide Advisory Committee Community, Public private and philanthropic sectors Relevant State and Federal government departments
	Special conditions		Out of hours work for special events and activities and to meet the operational requirements of a 24-hour volunteer based organisation. Reasonable workplace adjustments will be made for people with a disability.
	Delegations		HR and financial delegations as prescribed by the General Manager Radio Adelaide.

MANAGER, PROGRAMMING AND CONTENT
POSITION DESCRIPTION

Key Responsibilities and Outcomes			
Describe the key responsibilities and outcomes required for the role in the normal course of work	1	Support the General Manager in maintaining Radio Adelaide's viability through strategic development of programming and content on radio and online platforms	• Ensure programming and content supports the mission and objectives outlined in the Radio Adelaide Strategic Plan • Develop ideas, strategies and policies for Radio Adelaide's programs and content, ensuring focus on our audiences and our participants • Plan strategically and creatively to attract and sustain financial support for initiatives • Communicate effectively about our services to internal and external stakeholders. • Represent the General Manager as required, including meetings, staff management
	2	Implement structures and processes to manage programming and content	• Develop broadcast and online formats to best support our objectives • Consider the social merit, viability and sustainability of each media product. • Develop and manage budgets for content initiatives • Monitor radio and online content and provide effective feedback to program and content producers • Work collaboratively with the station's Training, Admin, Sales and Infrastructure teams to ensure systems work together effectively
	3	Manage staff and volunteers	• Effectively manage staff, including monitoring work flow, staff training and completing Planning Development and Review (PDR) • Coordinate all volunteers involved in programming and content production, ensuring that they have opportunities for development
	4	Ensure Radio Adelaide takes best advantage of new media and communications technologies by developing and adapting production and distribution processes	• Maintain awareness of developments in media and communication technologies • Lead by example, using pilot projects to trial new initiatives • Make sure broader initiatives are implemented in a sustainable way • Ensure initiatives are inclusive and suitable for a station with a diverse and large volunteer body
	5	Develop high profile projects and special events to highlight Radio Adelaide 's overall contribution to Adelaide and Australian communities	• Design and manage ongoing and new projects which engage our communities, sourcing income externally • Co-ordinate and participate in special event initiatives as required
	6	Administration and compliance	• Maintain transparent administration and planning systems to ensure smooth operation of all program and content activities • Develop thorough understanding of Radio Adelaide's financial systems and processes

			▪ Comply with broadcast and other relevant legislation, Community Radio Codes of Practice and Radio Adelaide station policies and procedures
Criteria	**Capabilities and Behaviours**	**Achievement Drive**	▪ Actively seeks out feedback from others on own performance ▪ Able to quickly prioritise conflicting demands and evaluate opposing arguments. ▪ Sets targets to achieve results. ▪ Motivates self and others to focused efforts to meet deadlines even in demanding timeframes.
		Business Acumen	▪ Understands and applies commercial principles to own area of business. ▪ Knows marketing process, from assessing market needs to marketing products and services. ▪ Understands legal and commercial frameworks required in a business team.
		Communication	▪ Composes communications which convey specialised concepts in order to influence outcomes or decisions. ▪ Tailors communication style and delivery method to the level of the audience. ▪ Prepares and delivers confident and persuasive presentations. ▪ Knows the audience, and identifies and uses this knowledge to build strategies to influence outcomes. ▪ Organises events and meetings to facilitate information sharing. ▪ Negotiates agreement on complex issues.
		Flexibility and Adaptability	▪ Demonstrates flexibility in thinking. ▪ Adapts to and manages the increasing rate of change and copes with ambiguity. ▪ Shows responsiveness to emerging issues. ▪ Welcomes ideas for improvements to structures, procedures and technologies. ▪ Challenges the status quo by looking for ways to enhance efficiency and effectiveness.

		Relationship Building	- Respectfully interacts with people from diverse backgrounds and experiences. - Shows tact and diplomacy in dealing with people. - Builds trust in relationships through maintaining confidentiality and keeping commitments. - Works collaboratively to reduce organisational 'silos'. - Focuses upon establishing and maintaining productive relationships with key internal groups to ensure collaborative work practices. - Develops a broad network of useful contacts both inside and outside the University. - Actively fosters productive two-way flow of ideas.
		Strategic Thinking	- Creates operational plans that realise strategic goals. - Considers longer-term (3-5 year) implications in planning process. - Holds a broad view of a situation whilst continuing to manage operational procedures. - Translates the strategic vision into achievable actions. - Understands underlying problems, opportunities or political affecting the University. - Represents a positive profile for the University to the external community on specific issues.
		Leadership	- Leads by collaboration and facilitates leadership in own areas of responsibility. - Motivates and coaches team to high performance. - Utilises a range of leadership styles. - Recognises critical issues for the organisation and seeks to address these. - Inspires a sense of purpose and direction. - Understands how others perceive them and their role and works to break down perceptions that interfere with effective work interactions.

	Knowledge and Experience	**Essential** • Understanding of and commitment to the aims of community broadcasting • Considered and developed political and cultural awareness, and a commitment to social justice, community access and development and education • A creative interest in radio, with demonstrated radio broadcasting and production skills • Knowledge of contemporary media content production across a range of platforms with capacity to learn and engage others as new skills are required • Demonstrated high-level organisational skills including the ability to prioritise, multi-task and balance strategic and operational roles in a complex and busy team based environment • Demonstrated success in managing education arts or related projects and events, including sourcing and managing funds and promotional strategies • Ability to develop systems and processes so that ideas and concepts can be successfully implemented • Ability, confidence and flexibility to co-ordinate a diverse range of people in a organisation with complex interests and activities • High level written and verbal communication and interpersonal skills, including the ability to tailor communications to a diverse range of stakeholders • Understanding of professional workplace behaviour, including diplomacy, discretion and confidentiality **Desirable** • Extensive experience in the community and independent media sectors • Demonstrated experience in supervising staff with direct report responsibility • Nationally recognised training qualifications and experience • Experience in community-based organisations and working with volunteers. • Political, cultural and educational networks and contacts in South Australia • High level computer skills in design, databases, online and mobile applications
	Qualifications	• A combination of relevant experience and/or education/training.

Occupational Health, Safety and Welfare Requirements	All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.

University Expectations	All staff are expected to: • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures.		
Approvals: **Head of School / Branch Manager**	**Head of School / Branch Manager** Name: Signature: Date:		**Director Human Resources** Name: Signature: Date:
Acknowledgement of Incumbent	I have read and understood the requirements of the position Name:*(please print)* Signature: Date:		