

# Rostering Lead–Digital News and Current Affairs

Reports to: Production Manager, Digital News & Current Affairs

Direct reports to this position: Nil

## Role Purpose

The Rostering Lead Digital is responsible for the preparation, coordination and maintenance of rosters to support News and Current Affairs operations across broadcast and digital platforms.

Working within established rostering frameworks, systems and Enterprise Agreement requirements, the role delivers accurate and compliant rosters that align with operational needs and content demand. It manages day-to-day scheduling, short and long term planning, while maintaining roster integrity, documentation and clear communication with stakeholders.

The role applies judgement within defined guidelines and escalates complex, high-risk or non-standard matters to the Production Manager.

## Main Responsibilities

### *Main tasks of the role*

#### **Rostering and Scheduling**

- Prepare, maintain and update rosters aligned to operational requirements across TV and digital teams
- Build Day of Operations (D.O.P.) rosters from approved Master and Working Rosters
- Allocate shifts in line with agreed roster patterns, coverage needs and operational priorities
- Implement approved workforce plans, including leave, training, secondments, FWAs, IFAs and shift swaps

#### **Master and Working Roster Management**

- Apply established processes to maintain integrity of Master and Working Rosters
- Ensure all roster changes are recorded, consistent and reflect approved arrangements
- Maintain version control and accuracy across rostering systems
- Undertake long term roster planning with consideration of pending leave, staff deployment, training and other movements.

#### **Day of Operations**

- Manage day-to-day scheduling adjustments in line with operational needs and agreed processes
- Apply correct sequencing of changes, including processing leave prior to D.O.P. adjustments
- Coordinate backfill by contacting permanent and casual staff to fill roster gaps
- Communicate roster updates clearly and within required timeframes

### **Backfilling and Resourcing**

- Apply established backfilling principles and guidelines to support coverage needs
- Use standard options such as TOIL, additional hours and casual engagement to fill gaps
- Identify and escalate ongoing resourcing gaps or constraints

### **Compliance and EA Application**

- Apply Enterprise Agreement provisions to rostering decisions, including hours, breaks, penalties and overtime
- Ensure ordinary hours, overtime and additional hours are clearly identified and recorded
- Identify potential compliance risks and escalate where required

### **Overtime and Cost Awareness**

- Monitor overtime, TOIL and additional hours in line with approved processes
- Apply standard practices to support cost-effective rostering, including correct leave sequencing
- Escalate exceptions or higher-risk cost impacts

### **Data, Systems and Reporting**

- Maintain accurate roster data across systems, specifically TANDA.
- Provide regular reporting on staffing coverage, gaps and utilisation
- Track key data points such as overtime and leave to support team visibility

### **Stakeholder Engagement and Communication**

- Liaise with Production Manager, TV Rostering Lead, Digital Leads, Digital teams and journalists to support roster delivery
- Communicate roster changes clearly and in a timely manner
- Support coordination across News and Current Affairs teams

### **Escalation and Governance**

- Escalate complex, non-standard or high-risk rostering matters, including compliance, fatigue or resourcing risks
- Ensure roster changes are documented in line with established processes

### **Continuous Improvement**

- Identify opportunities to improve day-to-day rostering practices
- Contribute to process and system improvements within the team

***Minimum requirements of the role***

- Experience in rostering, scheduling or workforce coordination in a complex operational environment
- Understanding of newsroom or broadcast/digital production workflows desirable
- Sound knowledge of Enterprise Agreement application and compliance requirements
- Strong organisational skills and attention to detail
- Ability to manage competing priorities in a fast-paced environment
- Ability to apply critical thinking and complex problem solving.
- Strong communication and stakeholder engagement skills

***Financial accountability***

Nil direct budget accountability.

***Key relationships with other roles and external stakeholders***

- Production Manager – Digital News & Current Affairs
- Rostering Lead World News
- Digital Leads (Video, Social, Editorial)
- Digital Production and Editorial teams, Journalists and Producers
- News Admin Team
- P&C Rostering Team
- Casual Workforce