RADIO NEW ZEALAND
JOB DESCRIPTION

Date: May 2018
Ref: 

Position Title: Producer / Senior Producer
Location/Business Unit: Wellington
Reports to: Assistant Programme Manager
Reporting to the Position: Nil

Position Purpose:
- Create great stories and guest content for a variety of RNZ National programmes, contributing to our vision of providing a high quality, topical live experience for our audiences through strong story selection, research and angle generation, high production values, and meeting our audience needs on-line and on social media.

As an independent, commercial-free public service broadcaster, Radio New Zealand’s purpose is to serve the public interest.

Position Responsibilities:
- To contribute to the production of RNZ National’s live day-part programming by providing a rich mix of entertainment, general interest “magazine”, and news/current affairs programming.
- To work, as assigned, with all Radio programme teams to provide back-up, and to back-fill absences. This will require flexibility in terms of working hours in order to cover a variety of shifts across 7 days a week.
- To initiate and develop story ideas, find, assess and hire contributors, and arrange for payments where appropriate.
- To pull together relevant research material, write accurate and attractive story introductions and question lines; write programme trailers and rundowns as required.
- Deliver the stories and content for on-line, making appropriate use of images, video, graphics, data and audio.
- Use social media to engage audiences, distribute and promote our story telling.
- To plan and organise the facilities and services necessary for live and pre-recorded interviews.
- To undertake appropriate public relations, meeting and preparing interviewees.
- To handle listener requests for information.
- Collaborate and maintain effective liaison with News, Digital, and Music, along with other areas of RNZ.
- Other tasks and assignments as may be required from time to time.

Health and Safety
- Take responsibility for own health and safety and that of others.
- Participate in any safety meetings etc as required by Radio New Zealand.
- Comply with the Health & Safety policies and guidelines and complete responsibilities relating to the Health & Safety Business Plan.

Emergency Management / Lifeline Utility Role:
- To maintain broadcast continuity in an emergency, you may be required to carry out other duties suited to your skills and experience.

Organisational
- Be aware of and adhere to Radio New Zealand’s Editorial Policy standards.
- Contribute to the overall effectiveness of Radio New Zealand.
- Observe statutory requirements and Radio New Zealand policies and frameworks.
- Actively participate in and contribute to the development and achievement of own performance targets and the review of work priorities to achieve the organisation’s goals and objectives.
- Act in a manner consistent with Equal Employment Opportunities principles and practices.
PERSON SPECIFICATION

Qualifications

- A journalism or broadcast communications qualification.

Knowledge & Experience

- A thorough understanding of live radio production and presentation.
- Broadcast journalism experience essential.
- Wide general knowledge.
- Some knowledge of music & music programming.
- Excellent knowledge of local and regional affairs throughout New Zealand.
- Strong command of English.
- A thorough understanding of online and social media requirements and opportunities.

Skills

- Proven ability to produce "live" programmes of a consistently high quality, without assistance when required.
- Excellent organisation and multi-tasking skills
- Proven news gathering and radio writing ability
- Audio editing skills.
- Advanced multi-media digital ability
- Field recording skills desirable.
- Ability to work as part of a team
- Excellent organisation, communications and interpersonal skills.
- Effective networking with cultural and other community groups.

Personal Attributes

- The ability to express ideas clearly and persuasively.
- A lateral thinker.
- Ability to work under pressure.
- Collaborative team player.
- Recognises the value of cultural and community diversity.
- Quickly adapts to need for change, is flexible in approach.
COMPETENCIES

Leadership and Teamwork
- Helps make all team relationships work
- Works in a consultative and positive manner
- Manages disagreement in a constructive way, avoiding unpleasant confrontations
- Explains their reasoning so others can understand
- Accepts differences and looks for the positive

Strategic Capability
- Approaches each situation with a clear perception of limits and actual conditions in the context of their job and the organisation
- Makes connections between issues and allows flexibility in solutions
- Fulfils objectives communicated from the business plan
- Thinks creatively

Managing Self
- Adjusts rapidly to new situations
- Recognises responsibility for self-care in relation to health and safety and wellbeing
- Seeks, listens to and responds to feedback
- Balances different job responsibilities according to priorities, making progress in all areas
- Seeks help in a timely way
- Is accountable for their role and responsibilities
- Can be relied on
- Develops knowledge with sufficient depth for appropriate problem solving
- Applies intellect in a rigorous way
- Shows prudence and perspective in forming judgements, and flexibility in designing solutions
- Acts ethically

Outcome Driven
- Keeps current in specialist or technical areas
- Thinks laterally
- Is energetic, enthusiastic and positive about achieving goals and resolving issues within cost constraints
- Displays a high level of initiative, effort and commitment to Radio New Zealand and its Charter
- Continuously improves services
- Ensures that projects are completed in a timely manner and within budget

Management
- Encourages attitudes that support Radio New Zealand, holds and promotes an organisation-wide view
- Learns about parts of the organisation beyond own work experience
- Is positive towards change, wanting to build something new and better
- Uses efficient and cost-effective approaches

Building Relationships
- Demonstrates relationship building and communication skills
- Enlists the support of others to achieve Radio New Zealand’s goals
- Can enter into intense discussion without personalising issues
- Is respectful in all forms of communication
- Moves from their own position if the weight of evidence is against it
- Represents the organisation positively and effectively
- Established and maintains positive working relationships with internal business units
- Achieves the group’s objectives
- Takes account of circumstances when communicating with others