**RNZ Position Description**

**Position Title:** Executive editor, long-form journalism

**Location/Business Unit:** News and Digital, Auckland/Wellington

**Reports to:** Head of News and digital

**Reporting to the Position:** Team of journalists (includes Wireless and Insight teams).

**Position Purpose:**
A pivotal role in executing RNZ’s multimedia strategy. Establish and lead a group of journalists dedicated to producing agenda-setting, original and enticing journalism, capable of being utilised across RNZ’s platforms but with a digital first approach. You must be happy tackling a diverse range of material. There will be a mixture of story-telling driven by immediate need, through to longer-term investigative projects. It will be about revealing what is beneath.

**Key relationships**
Head of news and digital; newsroom director; journalists; programme makers; executive producer podcasts; digital editor; homepage editor(s); bureau chiefs; section editors

**Key Job Outcomes/Accountabilities:**

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<thead>
<tr>
<th>Outcomes/Accountabilities required</th>
<th>Likely/expected actions contributing to achievement of outcomes</th>
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<tbody>
<tr>
<td><strong>Content strategy:</strong></td>
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<tr>
<td>(1) RNZ will be a market leader for in-depth, original multi-media series, news, investigative and long-form journalism;</td>
<td>(1) Help build a team which delivers on our audience growth and diversity strategies.</td>
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<td>(2) Stories will always be relevant, independent, comprehensive and impartial;</td>
<td>(2) Creation of journalism which people can connect with. This will involve a broad range of subject matter, genres of ‘news’ and investigations.</td>
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<td>(3) Stories will reflect the impact an issue or event has on people. Their voices will come through in the stories we tell.</td>
<td>(3) Ensure this is extremely closely connected to broader news needs daily, weekly and longer term.</td>
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<td>(4) Original stories once broken, will be actively pursued to extract full value.</td>
<td>(4) Work collaboratively with people across RNZ to ensure journalism is the best it can be and that it is available to the right platforms, in the right format and at the right time;</td>
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<td>(5) Whole of Newsroom/company story-telling projects will be initiated and the right people involved.</td>
<td>(5) Contribute to editorial news and planning meetings; helping prioritise work.</td>
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<td>(6) A formal pitching process, open to people from across the company, will be started and maintained.</td>
<td>(6) Plan, develop and commission in-depth story-telling which resonates with audiences;</td>
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<td>(7) Audiences enjoy the journalism; growth is achieved as a result and the work is recognised for its quality and ability to engage with people.</td>
<td>(7) The creation of high-quality written long-form work which is also visually strong.</td>
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<td>(8) Audio story-telling will be of high-quality and programmes will be aware of what is being made, and have input into it.</td>
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<td>(9) Help champion the commissioning and creation of multimedia content.</td>
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<td>(10) Balance work with exposure to risks, e.g. legal proceedings;</td>
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<tr>
<td><strong>Content strategy (continued):</strong></td>
<td>(11) Monitor and be responsible for ensuring content meets appropriate RNZ standards;</td>
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<td>(12) Ongoing analysis of what is working and what isn’t so RNZ further understands what it wants to be doing in these areas.</td>
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<td>(13) KPIs and goals are reset on a regularly basis as a result of the above work.</td>
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<td>(14) Our approach to how we use resources is focused on the needs of the story and our audience.</td>
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<td><strong>Bringing Radio New Zealand’s Charter to life:</strong></td>
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<td>(1) The highest standards of news content quality, comprehensiveness, independence, accuracy and appeal are achieved across all our platforms</td>
<td>(1) Help define and articulate to the news groups our requirement to meet the Charter;</td>
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<tr>
<td>(2) Charter requirements are met and reflected in our news journalism;</td>
<td>(2) Incorporate Charter requirements into the planning and ensure performance requirements for direct report managers reflect that;</td>
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<td>(3) Charter requirements are enhanced by looking to matching appropriate audiences with content offerings.</td>
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<td>(1) The strategy is understood and supported by your team;</td>
<td>(1) Maintain a complete honest and open “no surprises” status with Head of news and digital and senior content colleagues, on story focused developments;</td>
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<td>(2) Key relationships with colleagues are maintained.</td>
<td>(2) Provide timely feedback on what’s working or not working – avoiding knee-jerk reactions;</td>
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<td>(3) External relationships are nurtured</td>
<td>(3) Proactively monitor tweaks and changes in strategy against plans and timeframes;</td>
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<td>(4) Cross-functional project teams are established to meet RNZ strategic goals when required (avoiding silos and patch protection)</td>
<td>(4) Ensure staff maintain mutually beneficial external contacts that optimise RNZ strategy;</td>
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<td>(5) Difficult conversations are not avoided but are handled deftly.</td>
<td>(5) May deputise for head of news and digital in their absence</td>
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<td>(6) Issues with staff are addressed quickly, openly and fairly.</td>
<td>(6) Work closely with news director, Director Programming, Digital Editor and executive editor business and sport to provide clear and united leadership.</td>
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<td>(7) To model at all times an even-handed and collaborative approach</td>
<td>(7) Promote a collaborative working approach with staff.</td>
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<td>(8) To be constantly communicating with staff about potential changes and the role we need them to play</td>
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<td><strong>Staff leadership, development and culture:</strong></td>
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<td>(1) Staff successfully execute the long-form strategy, producing great, engaging, journalism;</td>
<td>(1) Lead unit with ideas creation and set the direction for uncovering and telling stories.</td>
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<td>(2) Staff grow and maintain all relevant multimedia and journalism skills and expertise and these are well deployed across the group;</td>
<td>(2) Encourage staff to innovate with stories and recognise their achievements in doing so;</td>
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<td>(3) Staff roles and accountabilities within the team are clearly defined and understood (e.g. who’s on what story and when it’s due)</td>
<td>(3) Build capability in all aspects of direct reports including delegating assignments and coaching;</td>
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<td>(4) Direct reports are engaged, satisfied and productive within their roles and satisfied with the leadership style of the executive editor long-form and internal relationships;</td>
<td>(4) Plan and monitor achievement of direct reports’ performance taking corrective or supportive action as required;</td>
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<td>(5) Staff succession planning is in place;</td>
<td>(5) Develop and implement measures of journalist productivity and report progress on these to Head of News;</td>
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<td>(6) Changes within the unit are well planned, communicated, introduced collaboratively and reviewed in terms of achieving objectives.</td>
<td>(6) Collaborate with staff to identify and implement ongoing training and development opportunities and liaise with People and Development Manager to implement training and development plans.</td>
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<td><strong>Financial Operations:</strong></td>
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<td>(1) Unit financial operations are managed within budget.</td>
<td>(1) Develop business plans and budgets for the unit’s activities;</td>
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<td>(2) Work closely with Head of News and business manager to monitor budget expenditure against plans, taking corrective action as required;</td>
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<td>(3) Provide Head of News with robust and timely analysis of unit’s financial position with appropriate recommendations as required.</td>
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PERSON SPECIFICATION and COMPETENCIES

Qualifications:
• Appropriate qualifications in journalism.

Knowledge & experience:
• Extensive multimedia knowledge and experience in a journalism context e.g. long-form writing and editing; feature production; an eye for strong visuals and video; affinity with audio and a broad background in journalism of different shades.
• An understanding of RNZ programming and Charter objectives.
• Significant experience as a senior journalist and knowledge of optimising use of multiple platforms to deliver stories.
• Experience as a team leader – you must be someone who is able to get the best out of people using your inter-personal skills.

Ideal experience and personal skills
• Proven achievement and credibility as a journalist who sets and achieves high professional standards.
• Expertise in breaking stories and telling them in-depth.
• Successful track record in planning, budgeting and expenditure control.
• The proven ability to:
  o exercise sound news and people judgment and act decisively to engage audiences;
  o think and act strategically, e.g. organisational awareness;
  o apply an understanding of the media sector in NZ and appreciate key market, consumer and technological trends;
  o think flexibly and creatively with an ability to quickly grasp complex topics;
  o persist in achieving results by effectively managing own time, overcoming obstacles and or tolerating ambiguity;
  o maintain own health, safety, welfare to ensure optimum resilience and performance in difficult situations or under stress.
• The willingness to be open and transparent e.g. disclose mistakes, act ethically, and engage in professional and personal development including seeking and acting on constructive feedback.
• Apply all legislative requirements, regulations, policies and procedures related to area of responsibility and specialised expertise.
• The willingness to understand and promote the value of diversity, including obligations under the Treaty of Waitangi.

Ideal experience and social skills
• Proven credible leadership experience/achievement in:
  o Building loyalty, commitment trust and pride,
  o Influencing others and creating a respectful work environment fostering innovation and fun,
  o Modelling collaboration with others outside the group;
  o Recruitment and staff development skills;
- Facilitating effective staff performance including supportive attitudes of RNZ as a whole,
- Making best use of staff abilities,
- Conflict management (including interpersonal and working style differences)
- Identifying and nurturing talent.

- Clear, respectful and timely communication when:
  - Resolving complaints or concerns about news or unit’s performance;
  - implementing change that improves quality and productivity;
  - Responding to staff or colleague suggestions;
  - All written material is organised and convincing.

- Building and maintaining effective relationships including:
  - Minimising authority and maximising persuasion;
  - Intervening early and positively to improve the team’s performance;
  - Representing the organisation positively and effectively;
  - Encouraging a free exchange of ideas.
COMPETENCIES

Leadership and Teamwork
- Ensures all people can work together cooperatively, respectfully and effectively
- Motivates and excites people and releases their energies
- Encourages creativity and innovation and harnesses these
- Creates an environment where people can have fun
- Fosters commitment, team spirit, pride, trust, and organisational identity
- Moves to sort out dynamics and interactions between people and relationships. Is committed to increasing their own skills in this area
- Acts as a role model for others, listening and showing consideration for other viewpoints
- Understands and promotes the value of diversity, including obligations under the Treaty of Waitangi

Strategic Capability
- Anticipates needed capabilities, relationships, skills and staffing needs
- Thinks through the way issues will affect different parts of the organisation
- Displays knowledge of where they and the organisation are going
- Embraces the vision and incorporates strategic thinking into all activities
- Improves services to stakeholders (audiences, internal clients, the Board, shareholders, Government and regulatory authorities, purchasers of products and services, and the general public), as appropriate
- Considers current and future stakeholder needs
- Understands and uses with integrity internal and external politics

Managing Self
- Tolerates ambiguity
- Recovers quickly from setbacks, maintaining own health and safety and wellbeing
- Is committed to the organisation even in difficult circumstances
- Seeks, listens to and responds to feedback
- Manages time effectively
- Discloses mistakes and areas of lesser strength
- Personally effective, balances several tasks at once and requires high performance from those around them
- Is accountable for their role and responsibilities
- Able to think on their feet, remaining up with the play
- Presents clear, comprehensive views of complex issues
- Allows insight, hunches and feeling to play a part
- Acts ethically

Outcome Driven
- Extends own and others’ understanding beyond what is expected
- Is inclusive
- Distinguishes between relevant and irrelevant information
- Demonstrates a strong sense of what’s important and an intuitive grasp of the big picture
- Anticipates issues, has regard to the impact and implications of decisions
- Uses good judgement
- Makes things happen and expects the same of others, holds self and others accountable for achieving delivery standards, roles and responsibilities
- Measures attainment of outcomes
Management

- Encourages attitudes that support Radio New Zealand
- Holds and promotes an organisation-wide view
- Deploys individuals for the best use of their abilities
- Manages health and safety
- Manages relationships and communicates well with staff, tells it like it is – straight and respectfully – so that people know where they stand
- Consults staff and follows up suggestions and concerns
- Assesses their staff’s performance, potential and unique developmental needs using organisational systems
- Provides appropriate opportunities to assist staff to develop their potential
- Understands and appropriately applies all legislative requirements, regulations, policies and procedures related to area of responsibility and specialised expertise
- Manages finances and budget effectively for the area of responsibility, including expenditures, procurement, contractual arrangements and financial information
- Promotes development of technological skills and use of equipment

Building Relationships

- Understands the value of using good processes to achieve aims
- Makes minimal use of authority and more use of persuasion
- Is skilled at sensing the dynamics between people
- Establishes and maintains positive working relationships with internal business units and external networks
- Intervenes early and positively to improve their own and the team’s performance
- Represents the organisation positively and effectively
- Encourages a free exchange of ideas
- Sees that reports, memoranda, and other documents are clear, convincing, and set out in an organised manner