RNZ
Position Description

Position Title: Presenter/Journalist  Date: February 2018

Location/Business Unit: Multimedia Programming, Auckland

Reports to: Editor of Checkpoint.

Reporting to the Position: Nil

Position Purpose:
To present RNZ programmes to the highest professional and journalistic standards including conducting searching interviews that enhance the programme’s and Radio New Zealand’s reputation as a leading news organisation. This role will also contribute, where appropriate and agreed, to the generation of other multimedia content and programming including special projects. As an independent, commercial-free public service broadcaster, Radio New Zealand’s purpose is to serve the public interest.

Key Relationships
Crucial to the role is the ability to primarily collaborate and work effectively with the Programme Editor, programme team and Director News Programming. Other key working relationships include the News Director; the News Planner; Head of Multi-media Programming; Bureau Chiefs; Digital Editor; Homepage Editors; correspondents and reporters.

Key Job Outcomes/Accountabilities:

<table>
<thead>
<tr>
<th>Outcomes/Accountabilities required</th>
<th>Likely/expected actions contributing to achievement of outcomes</th>
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<tbody>
<tr>
<td>Content Presentation &amp; Journalism:</td>
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<tr>
<td>(1) High quality, original and comprehensive presentation, interviews and content generation which reflect our strategy, enhance audience appeal and build and diversify audience numbers;</td>
<td>(1) Liaise with the Programme Editor to ensure quality and timely original news content is delivered to RNZ’s news programme(s).</td>
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<tr>
<td>(2) Content gathering will be timely, relevant to audiences, appealing, comprehensive and authoritative.</td>
<td>(2) Present programme to a consistently high standard of accuracy, authority, fluency and flair.</td>
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<td>(3) Audiences enjoy and are engaged by our presentation, programming and journalism;</td>
<td>(3) Conduct both live and recorded interviews professionally and display high levels of authority and knowledge of the subject matter.</td>
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<td>(4) Our journalism is well planned and it reaches the right platforms at the right times.</td>
<td>(4) Elicit information from interviews that develops stories and allows RNZ to set the news agenda.</td>
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<tr>
<td>(5) Delivery of new content and programming projects outside Checkpoint which build and grow audience.</td>
<td>(5) Contribute ideas to the content and style of the programme.</td>
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<tr>
<td>(6) Keep up-to-date with national and international news and current affairs.</td>
<td>(6) Keep up-to-date with developments and trends in the field of on-air presentation.</td>
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<td>(7) Keep up-to-date with developments and trends in the field of on-air presentation.</td>
<td>(7) Work with news and digital leaders to ensure original content is shared successfully across all of Radio New Zealand’s platforms and brands.</td>
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<td>(8) Work with news and digital leaders to ensure original content is shared successfully across all of Radio New Zealand’s platforms and brands.</td>
<td>(8) Assist in developing original visual news content.</td>
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(10) Contribute to growing our audience on-line and through social media by delivering the stories and content, making appropriate use of images, video, graphics, data and audio – promoting our story telling.

(11) Ensure Radio New Zealand standards are maintained and the organisation’s reputation for independent, impartial and balanced journalism is upheld.

(12) Work collaboratively with senior editorial staff across Radio New Zealand to achieve the highest quality outputs.

(13) Model a collegial and constructive approach that reinforces an ‘audience first’ focus and encourages team work.

(14) Present other Radio New Zealand news and current affairs programmes, as required.

(15) Initiate, design and gain support for new content and/or programming projects delivering within agreed timeframes and RNZ standards.

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<td>(1) The highest standards of news and programme content quality, comprehensiveness, independence, accuracy and appeal are achieved across all our platforms.</td>
<td>(1) Help define and articulate across programmes our requirement to meet the Charter;</td>
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<tr>
<td>(2) Charter requirements are met and reflected in our programme presentation and news journalism.</td>
<td>(2) Incorporate Charter requirements into programming and news planning and ensure performance requirements of staff 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><strong>Relationship management:</strong></td>
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<td>(1) Key relationships with colleagues are developed and nurtured.</td>
<td>(1) Maintain a complete honest and open “no surprises” status with Programme Editor, Head of Multi-media Programming and senior editorial colleagues, on news, content or other developments.</td>
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<tr>
<td>(2) Build and maintain a good network of news and story contacts.</td>
<td>(2) Provide timely feedback to programme team and news gatherers, producers on use of news material e.g. digital and radio production of news.</td>
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<tr>
<td>(3) As a brand ambassador for and high profile presenter and journalist with RNZ, maintain our reputation for independent, impartial and balanced journalism.</td>
<td>(3) Coach and mentor other journalists and presenters.</td>
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<td>(4) Promote a collaborative working approach with colleagues.</td>
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<td>(5) Represent RNZ, both internally and externally in a way that aligns and enhances RNZ’s values and brand.</td>
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**Organisational Culture**

1. Role models a constructive, effective and high performing culture.

**Organisational Culture**

1. Work collaboratively with RNZ colleagues across RNZ.
2. Fosters an environment of mutual respect with colleagues at all levels.
3. Work is aligned with Radio New Zealand’s vision, values, policies and processes, and complies with statutory requirements.
4. 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.

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**PERSON SPECIFICATION**

**Qualifications:**

- A tertiary qualification in journalism or substantial and significant experience as a journalist with proven news reporting.
- Obtain and maintain a Radio New Zealand Presenter on-air pass: which includes mature vocal delivery with non-distracting speech, good articulation with the ability to engage the audience with maturity, warmth, personality and humour, superior interviewing skills, and good Maori and Pacific Island language pronunciation skills, and good pronunciation skills in other languages.

**Specialist Knowledge, Experience and Skills:**

- Live interviewing skills.
- Demonstrated experience as a presenter.
- A proven journalist with broad experience and contacts.
- A comprehensive knowledge of national and international news sources and a sound understanding of broadcasting standards and journalism ethics.
- An understanding of the context for and role of a public service broadcaster.
- A commitment to the production of quality news programmes, and an understanding of the skills required to produce these programmes.
- An ability to coach journalists and other presenters in presentation skills.
- Knowledge of media law and its practical application.
- Knowledge of broadcasting, recording, editing and production techniques.
- Knowledge and understanding of Maori Issues and their importance to New Zealand.
- Reliable knowledge of tikanga.
- Te Reo Maori – language skill level and pronunciation including but not restricted to greetings, common usage words, phrases and place names appropriate for programming and other content.

**Personal Attributes:**

- An ability to remain calm, think logically and perform effectively when under pressure.
- A track record of effective working relationships with news and programme teams, other colleagues and external parties.
- A willingness to do what is required in order to deliver on breaking news stories, special programmes, e.g., election, debates and international events.
- Behaviour that is consistent with Radio New Zealand’s values, policies and processes.
- Is highly motivated and enthusiastic, and able to work on own and as part of a team.
- Recognises the value of cultural and community diversity.
- Skilled at relating to, understanding the needs of, and building rapport with others.
- Well organised with effective time management.
- Proven ability to take the initiative, have the flexibility to adapt to change and be solutions focused.
SENIOR STAFF COMPETENCIES

In addition, it is expected that the Presenter will demonstrate the following competencies:

**Leadership** - Harnesses and focuses the energy of others towards achieving Radio New Zealand’s Charter and strategic objectives.

(Role models, encourages and supports Radio New Zealand values and principles, fosters high ethical and professional standards)

**Strategic Capability** – Partners in the development and implementation of a vision for the programme, integrating key Charter goals. Continually strives for excellence and creates a work environment that encourages creativity.

(Utilises tools effectively to meet Radio New Zealand goals. Works in a systematic way to prioritise and achieve objectives. Seeks out, accepts, and develops new ideas. Is receptive to new ideas from others; develops new methods; assesses new ideas by balancing benefits against perceived risks, and then tests the value of these ideas within policy, technical, legal, political, and financial constraints.)

**Results Focussed** - Stresses accountability and continuous improvement and includes the ability to make timely and effective decisions to produce results and improve structures and processes.

(Learns quickly, taking a logical, systematic approach, identifying a range of solutions. Is able and willing to make the best decisions possible, clearly sensing what is important, given the constraints of time, information, resources, individual experience and authority)

**Managing Self** – Uses a variety of sources to gain personal insight and seeks continuous improvement in areas of weakness as well as strength. Manages the balance between caring for self and meeting organisational needs. Maintains focus, even under adversity.

(Manages and maintains personal resources to sustain high performance, aware of one's own strengths and weaknesses and committed to continuous improvement. Able to cope with stresses, crises, failures, successes, and uncertainties, balancing career and personal life and approaching work with a sense of purpose and self-control. Able to adjust to new situations, demonstrating an openness to change and new information. Upholds Radio New Zealand values and principles, accepting full responsibility for actions and results, making decisions authorised at the level of the role. Displays a high level of personal integrity.)

**Building Coalitions** - Explains, advocates, and expresses facts and ideas in a convincing manner and negotiates constructively with individuals and groups internally and externally. Is regarded as a team player. Makes constructive use of professional networks.

(Sees the bigger picture, proactively building and managing strong, positive and effective working relationships with staff at all levels of the organisation, to achieve the goals and needs of the programme in the wider interests of Radio New Zealand. Communicates clearly to ensure understanding and to remove ambiguity. Presents viewpoints in line with Radio New Zealand’s Charter requirements, editorial policy and business goals. Engages in and encourages organisation-wide thinking and activities, bridging any structural barriers, and considering elements of a problem beyond their own area of expertise. Tempers use of power with persuasion, give-and-take, and support for others. Has an intricate network of appropriate formal and informal contacts and through it with integrity exercises influence for the good of the programme and organisation. Obtains and respects external views, and managing cross-boundary issues constructively.)
Schedule B

The position description outlines the responsibilities of this role and includes a person specification which outlines the sorts of experience and attributes required.

For RNZ’s highest performing on-air “talent” roles we also include some additional focus areas and outputs which are of value to RNZ within the fixed term of this Agreement.

### Contribution as a brand ambassador for RNZ
- Represent RNZ positively (internally and externally).
- Representation of RNZ at events eg - at a range of possible media and other community, cultural, social and political events.
- Participation in designing and building live events and promotions around the individual - to deliver content, leverage audiences, promotion and brand recognition.

### Audience Growth
- Contribute to reach and growth of Checkpoint’s live listenership.
- Ability to personally build and maintain a strong social media presence.
- Ability to feature in more traditional media campaigns where required.
- Contribution towards RNZ’s work towards development of multi-media capability – eg broadcasting, television and radio, social and print, long form writing, audio, podcasts.

### Key craft focus areas
- Presentation and interviewing skills
- Application of relevant specialist skills and experience – e.g. political reporting, editorial experience.
- Access to contacts e.g. in industry, other personalities, subject specialists/experts, people ‘in the news’.
- Pursuing own ideas – appropriately; confidently; using initiative.
- Knowledge and understanding of Maori issues and tikanga.

### Personal Competencies
- Collegiality, inclusiveness, and rapport with co-workers
- Ability and willingness to mentor and share skills and experiences with others
- EQ – emotional intelligence (e.g. during interview)
- IQ – application of intellect and quick wittedness.

### Editorial
- Provide additional editorial content (eg columns, articles, Podcasts).