JOB DESCRIPTION
RADIO NEW ZEALAND

Date: July 2018

Position Title: Producer
Location/Business Unit: Digital, Podcasts & Series
Reports to: Executive Producer, Podcasts & Series
Reporting to the Position: Nil

Position Purpose: To create and tell great stories for our many platforms, with a particular emphasis on helping breakdown topical issues for our audience and the development of compelling narratives across a range of subject areas.

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

Position Responsibilities:

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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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</thead>
<tbody>
<tr>
<td><strong>Storytelling:</strong></td>
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<td>(1) New and successful podcasts that show a mastery of narrative non-fiction story-telling and work on multiple platforms.</td>
<td>(1) Generate and pitch story-telling ideas with clear angles to the executive producer and create commissioned material. Primarily, for the Voices podcast.</td>
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<td>(2) In particular, you’ll use your journalism background and training to produce the Voices podcast, covering NZ’s diverse migrant and ethnic communities.</td>
<td>(2) Tell lively and balanced stories with clear angles and a sound structure that suit the audience, platform and subject matter.</td>
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<td>(3) Podcasts that break down big issues and provide our audience with accurate, compelling and intimate stories.</td>
<td>(3) Contribute to the ongoing development and achievement of the team’s strategy and initiatives.</td>
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<td>(4) Staff across the business will welcome involvement in the development and production of material.</td>
<td>(4) Work collaboratively with staff on the team and across Radio New Zealand to achieve the highest-quality story production for our different platforms.</td>
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<td>(5) Our podcasts will enter the top of the NZ iTunes chart and be successful overseas.</td>
<td>(5) Help develop series, podcasts and topical story-telling, ensuring they contribute to audience growth.</td>
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<td>(6) New and diverse audiences will form communities of interest.</td>
<td>(6) Identify and implement opportunities to share podcasts, topical story-telling and your expertise with the largest possible audience, across RNZ and media partners.</td>
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<td>(7) Material produced will be both informative and fun.</td>
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<td>(9) Our story-telling on radio will be reinvigorated and reflect modern NZ. (10) Production will be effective and efficient, saving time and money.</td>
<td>(7) Model a collegial and constructive approach that reinforces an ‘audience first’ focus and encourages team work. (8) Be prepared to take risks around story-telling and ensure the subjects involved and their voices are at the forefront.</td>
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<td>Relationship management:</td>
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<td>(1) Editorial needs and audience demands are intimately understood and expectations met. (2) Charter requirements are met and reflected in the unit’s strategy. (3) Optimum story-telling knowledge is built across the team. (4) Key relationships including, but not limited to, the series and podcast team, staff on day parts and programmes, news editor, digital features editor, community engagement editor and homepage lead are nurtured and maintained. (5) The story-telling helps RNZ reach a new, larger and more diverse audience.</td>
<td>(1) Work with editorial and radio colleagues to translate expectations into great story-telling for different platforms. (2) Ensure the executive producer understands story development timeframes and, if necessary, competing priorities. (3) Provide executive producer and colleagues with early warning/‘no surprises’ information about issues that may arise and adhere to journalistic best practice. (4) Communicate potentially complex issues to colleagues across the business in plain language and respectfully.</td>
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<td>Team development:</td>
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<td>(1) With your journalism experience you will help the team execute the series, podcast and topical story-telling strategy. (2) You share your skills and expertise with the team and those it works with. (3) You help sub the work of others in the team, as required.</td>
<td>(1) Help the team by sharing ideas and encouraging others to innovate with stories. (2) Provide the executive producer with feedback around how the unit is performing and any issues. (3) Help build capability in all aspects of the work produced by the team. (4) Collaborate with other staff to identify and implement ongoing training and development opportunities.</td>
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<td>Organisational Culture and Strategy implementation:</td>
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<td>(1) The podcast team is engaged, satisfied and productive.</td>
<td>(1) By helping others who may need development.</td>
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<td>(2) It works well with others and there are opportunities to try new things.</td>
<td>(2) Take part in training opportunities and team meetings.</td>
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<td>(3) You are prepared to work in a changing environment and contribute to this.</td>
<td>(3) Share ideas you think would help yourself and other staff develop.</td>
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<td>(4)</td>
<td>(4) Facilitate a team culture that builds a high performing and inclusive team.</td>
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<td>(5)</td>
<td>(5) Participate in relevant data gathering for staff work satisfaction and engagement.</td>
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**Financial Operations:**

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<td>(1) The team’s financial operations are managed within budget.</td>
<td>(1) Ensure any spending is cleared with the executive producer and documented.</td>
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PERSON SPECIFICATION

Qualifications:

Appropriate qualifications and expertise in journalism, long-form story-telling and audio production.

Knowledge & experience:

- An understanding of the technical elements of producing and editing long form content e.g. podcasts, radio packages, documentaries and written work.
- Experience as a producer/journalist and understanding of how stories and features may be delivered across multiple platforms, including strong writing skills.
- Knowledge of how to wrangle talent, structure narrative and episodic story-telling and process and promote the content created.

Ideal experience and personal skills

- Proven achievement and credibility as a producer/journalist who sets and achieves high professional standards across multiple platforms.
- Expertise in producing long form material in interesting ways for audiences.
- The proven ability to:
  - exercise sound story judgment, find and write strong stories, deliver them accurately and act decisively;
  - think and act strategically, e.g. organisational awareness;
  - apply an understanding of audience and consumer needs for stories that engage them and that have a community create a “buzz” about RNZ programmes;
  - think flexibly and creatively with an ability to quickly grasp production requirements for different stories;
  - persist in achieving results by effectively managing own time, overcoming obstacles and or tolerating ambiguity;
  - 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.
- Willingness to follow all company policies including, but not necessarily limited to, health and safety and dignity with respect policies.
- The willingness to understand and promote the value of diversity, RNZ’s charter and obligations under the Treaty of Waitangi.
• Proven credible team and collaboration skills in:
  o Contributing to building loyalty, commitment, trust and pride;
  o Participating with others and creating a respectful work environment fostering innovation and fun;
  o Modelling collaboration with others outside the group;
  o Sharing resources, ideas, expertise and time with colleagues across RNZ;
  o Participating in team development including willingness to give and receive feedback and acting on feedback designed to improve your performance or contribution to the team;
  o Helping resolve conflicts (including interpersonal and working style differences)

• Clear, respectful and timely communication when:
  o Resolving complaints or concerns about performance;
  o Contributing toward and implementing change that improves quality and productivity;
  o Responding to colleague suggestions;
  o All written material is organised and convincing.

• Building and maintaining effective relationships including:
  o Representing the organisation positively and effectively;
  o Encouraging a free exchange of ideas.
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
- Establishes and maintains positive working relationships with internal business units
- Achieves the group’s objectives
- Takes account of circumstances when communicating with others.