RADIO NEW ZEALAND
JOB DESCRIPTION

Position Title: Visual Journalist / Senior Visual Journalist* (Bands C,D,E)

Business Unit / Location: Digital

Date: February 2016

Reports to: Digital Editor

Ref: 20-011

Reporting to the Position: Nil

Position Purpose:

- To direct, shoot and edit high-quality images and video for www.rnz.co.nz
- You will play an integral role in helping tell New Zealand and the Pacific’s stories through still and moving images.
- You will work collaboratively to ensure the website is telling great stories and continues to grow.
- You will be an ideas person; not waiting for story assignments to come to you.
- You will evaluate and prepare images and video from outside providers for the RNZ website.
- You will contribute to effective, accurate and up to date video and image archives.

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

Position Responsibilities:

- Help RNZ increase the use of images and video in digital story-telling.
- Shoot and edit high quality still images for www.rnz.co.nz
- Shoot and edit video packages as required for news and features, both in the field and in studio.
- Shoot live video events for streaming on www.rnz.co.nz
- Take technical responsibility in the studio and in the field, showing a high degree of resourcefulness and independence in solving complex story coverage problems, either live or pre-recorded.
- Help maintain and contribute to RNZ’s image and video libraries, including the relevant image metadata (copyright, allowed use, author, rights, etc.), ensuring effective, accurate and up to date management of all visual material.
- Update and improve the quality of existing stock images and video as necessary.
- Produce, source or generate video or images as required to complement and support www.rnz.co.nz
- Contribute and maintain brand and accreditation guidelines for still images and video.
- Work with relevant digital staff and other RNZ divisions to ensure appropriate still images and video are available for up-coming events.
- Develop relationships with other cultural agencies and outside organisations to improve RNZ’s access to appropriate still images and video.
- Develop and maintain strong relationships with newsroom staff, and work collaboratively with the team.
- Ensure any and all public representation maintains RNZs reputation as independent, impartial and balanced.
- Shift work, as required

* Radio New Zealand has an employment policy that encourages employees to fully develop their skills, challenge themselves and contribute to the company in a variety of ways. This means staff may be assigned to other programmes or tasks as programming and operational needs dictate.
• Collaborate and maintain effective liaison with other parts of RNZ.
• Undertake training and development as directed.
• Other tasks and assignments as may be required from time to time.

Responsibilities at Band C
Band C is expected to carry out all the above responsibilities but is likely to involve a significant degree of supervision and guidance with at least some of the core responsibilities.

Additional responsibilities at Band D
• Contribute to professional development of less experienced staff (Bands B & C), by providing guidance and advice
• Band D is expected to carry out all the above responsibilities. They may still require a degree of supervision and guidance with some responsibilities.

Additional responsibilities at Band E (Senior)
• Contribute to the development of a video strategy for RNZ, helping us to better utilise the content being gathered by reporters and programmes.
• Shoot, edit and direct video packages as required, both in the field and in studio.
• Produce, direct and/or shoot live video events for streaming on www.rnz.co.nz
• Contribute significantly to professional development of less experienced Journalists (Bands B, C & D), by providing guidance and advice (Senior is expected to have more advanced coaching skills)
• Role model RNZ’s Organisational Behavioural Competencies

Health and Safety:
• Take responsibility for own health and safety and that of others.
• Participate in any safety meetings etc. as required by RNZ.
• 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. This may involve you being temporarily relocated to another RNZ site if required, usually in a major city.

Organisational:
• Be aware of and adhere to RNZ’s Editorial Policy standards.
• Contribute to the overall effectiveness of RNZ.
• Display a high level of initiative, effort, and commitment to RNZ as it seeks to achieve the aims of the Charter.
• Observe statutory requirements and RNZ 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 relevant tertiary qualification (e.g. media, design, photography) or equivalent experience.

Knowledge & Experience (requirements increase with seniority):
- Experience using image editing software (e.g. Photoshop, Premiere Pro and After Effects).
- Experience providing and/or processing images and video for online use, preferably in a news context, both live and pre-recorded, as well as features.
- Working knowledge of web publishing processes.
- An excellent understanding of copyright.
- An understanding of print production would be an advantage.
- Graphic design experience would be an advantage.

Skills:
- Visual creativity.
- Attention to detail.
- Accurate spelling is vital.
- Ability to work under pressure.
- Excellent relationship building skills.
- Sound judgment of online content.
- Organisational skills – ability to manage time effectively and to prioritise work tasks.
- Ability to keep accurate records and exercise good file management.
- Ability to work independently with minimal supervision.
- Effective networking with cultural and other community groups.
- Photography skills would be an advantage.

Personal Attributes:
- Collaborative team player.
- Lateral thinker.
- Displays enthusiasm and creativity.
- Can effectively advocate and get others on board.
- Displays a natural curiosity.
- Quickly adapts to need for change, is flexible in approach.
- Recognises the value of cultural and community diversity.
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