Position Description

Position Title: Senior Commissioner

Reports to: The Head of Audience Strategy

Directly Responsible for: TBC

Location: Wellington or Auckland

Date: August 2018

Purpose of the job:
Work with RNZ’s Head of Audience Strategy, to commission and deliver content to RNZ platforms, based on a deep understanding of RNZ audience needs.

Role responsibilities: see job outcomes and actions below

Key relationships:

Internal – Heads of RNZ News & Digital and the Head of Business Transformation and Strategy

External - NZOA
The day to day management and operation of the relationship between RNZ, NZ On Air and the independent production community is the responsibility of the Senior Commissioner.

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>Commissioning strategy:</strong></td>
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<tr>
<td>(1) RNZ’s Commissioning is aligned with priorities in the content strategy.</td>
<td>(1) Ensure strategy is communicated and understood throughout RNZ whether people are involved in the commissioning process or not.</td>
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<td>(2) Strategy and process is understood and implemented across RNZ.</td>
<td>(2) Collaborate with stakeholders and content producers to develop original and high profile commissions across multi-platforms.</td>
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<td>(3) Original, high profile audience focused commissions are developed across multi-platforms.</td>
<td>(3) Develop a sustainable strategic relationship with independent and in-house suppliers, at a senior creative level.</td>
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<td>(4) Creation of an environment and culture that inspires creativity and nurtures and develops the best ideas.</td>
<td>(4) Consistently communicate the needs and views of RNZ and of audiences to production teams.</td>
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<td>(5) Commissioned production works delivered to RNZ platforms are fresh, original and high quality.</td>
<td>(5) As a creative leader within RNZ, support RNZ’s values and purpose; lead and contribute to pan-RNZ content projects and initiatives.</td>
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<td>(6) Target audiences are clearly defined and understood for all commissioned output.</td>
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<td>(7) Full potential of ideas are realised across multiple channels and platforms</td>
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<tr>
<td><strong>Commissioning strategy (continued):</strong></td>
<td><strong>Managing Commissions:</strong></td>
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<td>(6) Lead the creative management for developing new ideas and keep content fresh and relevant to audience needs.</td>
<td>(1) Manage risk from an editorial and financial perspective across the portfolio to ensure these are mitigated and/or removed.</td>
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<td>(7) Take on a leadership role on behalf of RNZ with the independent sector and NZOA.</td>
<td>(2) Undertake Executive production and financial management responsibilities to ensure quality and cost effective delivery of independent productions.</td>
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<td><strong>Managing Commissions:</strong></td>
<td>(3) Work closely with RNZ Marketing to create effective internal and external strategies for commissioned programmes.</td>
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<td>(1) Risk for high profile projects is effectively managed.</td>
<td>(4) Resolve scheduling and trailing issues for Independent productions.</td>
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<td>(2) Independent productions are successfully and effectively managed.</td>
<td>(5) Effectively schedule and monitor progress on programmes, anticipating problems and taking appropriate actions.</td>
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<td>(3) Independent productions are efficiently and effectively scheduled, marketed and promoted.</td>
<td><strong>Talent &amp; Supply:</strong></td>
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<td>(4) Programmes are delivered on time and budget and to an editorially high standard.</td>
<td><strong>Talent &amp; Supply:</strong></td>
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<td><strong>Talent &amp; Supply:</strong></td>
<td>(1) Develop a supply strategy with objectives that develops a diverse genre supply base.</td>
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<td>(1) A supply strategy that ensures that content is diverse and effectively reflects the diversity of RNZ’s audiences.</td>
<td>(2) Collaborate with and nurture the content making community ensuring that the commissioning process is collaborative, efficient and supports creativity.</td>
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<td>(2) RNZ has a strong, continuously invigorated production and on-screen/on-air talent base.</td>
<td>(3) Communicate and ensure that staff are aware of and incorporate diversity into content production reflecting the many parts of a diverse New Zealand.</td>
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<td>(3) Diversity issues are integrated into every aspect of commissioning and content production, including on-screen, on-air and on-line.</td>
<td><strong>Editorial guidelines &amp; standards:</strong></td>
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<td>(1) All output complies with RNZ's editorial guidelines and standards, upholding the key values of fair dealing, accuracy, impartiality, trust and integrity.</td>
<td>(1) Ensure all content outputs – long form, short-form and multi-platform – comply with RNZ’s editorial guidelines and standards.</td>
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<td>(2) All marketing material relating to any output, including trails, stills, PIs, billings, launch materials and on-line/mobile activity etc. is signed off as accurate, fair</td>
<td>(2) Ensure that processes are established and used to enable appropriate sign-off of commissioned output.</td>
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| **Editorial guidelines & standards (continued):**  
and compliant with RNZ’s editorial guidelines and standards.  
(3) Production teams and third parties, especially independent production companies clearly understand expectations and responsibilities regarding compliance with RNZ’s values, editorial guidelines and standards.  
(4) Any serious issues arising in the production process which pose a compliance or other significant editorial or reputational risk, is referred to the appropriate senior manager in a timely way.  
(5) Any post-transmission/publishing complaint is dealt with appropriately and in a timely manner. | **Editorial guidelines & standards (continued):**  
(3) Clearly articulate to production teams, third parties, expectations and responsibilities in relation to RNZ’s values, editorial guidelines and standards and ensure these are applied to all commissioned output.  
(4) Proactively monitor production processes and provide early/warning ‘no surprises’ information about issues to the appropriate senior manager;  
(5) Refer apparent breaches of editorial standards/polices to the relevant line manager.  
(6) Liaise with independent executive producers to appropriately deal with any complaints. |
| **Bringing Radio New Zealand’s Charter to life:**  
(1) The highest standards of content quality, comprehensiveness, accuracy and appeal to meet audience needs are achieved across RNZ’s platforms and brands. | **Bringing Radio New Zealand’s Charter to life:**  
(1) Collaboratively define and articulate requirements for commissioning to meet the Charter and innovation fund objectives;  
(2) Incorporate Charter requirements into the commissioning process. |
| **Organisational Culture and Strategy implementation:**  
(1) Design and implementation of any practices and processes are well planned and introduced collaboratively;  
(2) Robust practices and processes within commissioning role are deployed to support successful development and completion of production projects.  
(3) Change is well planned and introduced collaboratively. | **Organisational Culture and strategy implementation:**  
(1) Maintain an honest and open “no surprises” status with Head of Audience Strategy and senior content colleagues.  
(2) Identify learning opportunities and implement strategies as appropriate. |
| **Financial Operations:**  
(1) Financial operations for commissioning are managed within budget.  
(2) Commissioning content demonstrates value for money, quality and originality. | **Financial Operations:**  
(1) Record and monitor expenditure as required.  
(2) No surprises policy regarding costs is maintained and the Head of Audience Strategy is informed of any issues.  
(3) Provide input into financial decisions related to commissioning as required. |
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. This may involve you being temporarily relocated to another Radio New Zealand site if required, usually in a major city
PERSON SPECIFICATION

Ideal experience and knowledge

- Significant experience and a successful track record as an Executive Producer, with demonstrable examples of content that have delivered both impact and diverse audiences across multiple platforms.
- Has an understanding of RNZ programming and content and Charter objectives.
- Demonstrable experience delivering high profile projects working at a senior level either with or within Independent Production Companies and/or media organisations.
- Demonstrable leadership experience applying for and delivering high profile and complex projects with NZOA funding.
- Strong editorial judgement and extensive practical knowledge and experience of applying legal and editorial guidelines as they relate to content creation and availability.
- Detailed understanding of and experience in applying guidelines relating to the production and distribution of content containing:
  - commercial material
  - voting
  - audience feed-back
  - awards
  - strong/offensive language
  - sex, violence, nudity, drug use or disturbing scenes.

- Extensive experience of making judgements on matters of sensitivity to audiences e.g. Use of Māori language and cultural references.
- Thorough knowledge and experience in the application of the legal dimension of contractual agreements as they affect production.

Knowledge

- Deep understanding of the industry, market and genres.
- Strong understanding of the broadcasting industry, the production and funding participants and the output across RNZ.
- Experience in the development and implementation of multi-genre and multi-platform commissioning processes.
- Knowledge of regulations relevant to content production e.g. artists’ rights; copyright; insurance requirements. Familiarity with Health &Safety Guidelines & responsibilities.
- Knowledge of programme budgeting, costing and forecasting procedures, and current market costs of internal and external resources.
- Good working knowledge of production and post-production processes, techniques and technology.
**Personal skills and attributes**

- **Creativity** – the ability to attract and engage creative talent and to create the conditions where distinctive and outstanding creativity will flourish.
- **Strategic Thinking** – proven successful track record shaping strategy, surfacing and assessing options for future development of the genre in a rapidly changing environment. Creates a compelling narrative for others.
- **Results Orientation** – proven track record of being highly action-oriented and decisive; having a relentless focus on outcomes and creating new and better means to achieve success; persisting to achieve results by overcoming setbacks and obstacles and organises and prioritises self to deliver successfully.
- **Market Knowledge** – demonstrates empathy with RNZ’s public service values; identifies and understands emerging trends and developments in the market and drives innovation.

**Personal attributes**

- Commercial acumen – able to accurately budget and make effective financial decisions based on value for money
- Strong public service ethos
- Brave; stands up for the right decision
- Sees opportunities in change
- Resilient
- Tolerance and acceptance of working with ambiguity
- A willingness to:
  - Be flexible and undertake other duties as required
  - Be open and transparent – e.g. to disclose mistakes, act ethically, seek and act on constructive feedback.
  - Undertake personal training and development as required
  - Understand and promote the value of diversity, including obligations under the Treaty of Waitangi.

**Social skills and attributes**

- **Collaboration and Influencing** – Build and maintain internal and external relationships, proven success in facilitating collaboration and a sense of shared purpose internally and externally. Superb communicator and able to build effective working relationships; able to win both hearts and minds with a wide range of stakeholders.
- **Communication** – proven ability to effectively present concepts, ideas and opinions clearly, effectively and respectfully; tailors style and approach according to the audience; able to engage and inspire others to stimulate creativity
- **Team-oriented** – willing to share ideas and resources with others, help others achieve their goals, share credit and celebrate success.
- **Leadership** – ability to inspire and guide content creators in ways that align with RNZ’s content strategy, encouraging risks and innovative approaches
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.