

**RADIO NEW ZEALAND  
JOB DESCRIPTION**

**Date: February 2019**

**Position Title:** Producer (part-time 20 hours)

**Business Unit/Location:** Radio, Wellington

**Reports to:** Saturday Morning Senior Producer

**Reporting to the Position:** Nil

**Position Purpose:**

- Create great stories and guest content for the *Saturday Morning with Kim Hill* programme on RNZ National in conjunction with the senior producer, support the on-line and social media content needs of the show, and provide logistical support in Wellington for the presenter.

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

**Position Responsibilities:**

- Help identify great content for the Sat Morning show, and provide strong and relevant research for the show's host.
- Initiate and develop original story ideas to fit the programme's strategy, and then determine the appropriate story telling treatment.
- Deliver the stories and content on-line, making appropriate use of images, video, graphics, data and audio.
- Use social media to engage audiences, distribute and promote our story telling,
- Produce both recorded and live parts of programmes, this includes audio recording and editing.
- Book studios, lines and make any other arrangements necessary for either live or pre-recorded interviews
- Pull together relevant research material, write accurate and inventive introductions and question lines, and help write programme trailers and rundowns.
- Maintain a diverse and relevant list of contacts for the programme, and use when breaking news story opportunities arise.
- Collaborate and maintain effective liaison with News, Digital, and Music, along with other areas of RNZ.
- Arrange, research and set up outside broadcasts, with appropriate publicity.
- Undertake appropriate public relations, meeting and preparing interviewees.
- Represent the programme in a courteous and professional manner when dealing with newsmakers, their representatives, contributors and the general public.
- Handle listener requests for information and recordings.
- Scout for and hire contributors when needed, arrange for payments where appropriate.
- Take part in constant review of programme objectives and their achievement, making adjustments where necessary.
- Contribute to long and short-term programme planning; implement changes to the programme as directed.
- Contribute to the establishment of effective administration systems to support programme planning and management.

- Act in a manner consistent with Radio New Zealand company policy, including Equal Employment Opportunities principles and practices.
- Undertake training and development as directed
- Other tasks and assignments as may be required from time to time.

**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

**Organisational:**

- Be aware of and adhere to Radio New Zealand's Editorial Policy standards
- Contribute to the overall effectiveness of Radio New Zealand
- Observe statutory requirements and Radio New Zealand 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 formal journalism or broadcast qualification is required – or its equivalent which may have been obtained through significant practical experience in broadcast production.
- The successful applicant will be well read and have a wide range of interests and ideas, and a broad general and current affairs knowledge.

**Knowledge & experience:**

- Strong journalistic and research experience is essential
- Live production on air, and broadcasting experience an advantage.
- A thorough understanding of online and social media requirements and opportunities
- Wide general knowledge
- Extensive knowledge of national and international current affairs, along with New Zealand geography.
- Excellent spoken and written communication skills
- Some budget management desirable.
- Knowledge of music also an advantage.

**Skills:**

- Excellent organisational skills.
- Ability to work as part of a team
- Ability to give and receive constructive criticism
- Live production skills including microphone and recording techniques
- Editing skills
- Excellent networking and contact generating skills
- Effective networking with cultural and other groups relevant to the programme content.

**Personal Attributes**

- Maturity of outlook
- Flexible attitude
- A lateral thinker

- Ability to work under pressure
- Commitment to achieving consistently high standards of output
- Collaborative team player
- Recognition of the value of cultural and community diversity
- Quickly adapts to need for change, is flexible in approach

## **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