

## RADIO NEW ZEALAND JOB DESCRIPTION

<b>Position Title:</b>	Journalist (Bands C,D,E) <sup>1</sup>	<b>Date:</b>	March 2016
<b>Business Unit:</b>	News	<b>Location:</b>	TBA
<b>Reports to:</b>	Bureau Chief (or per addendum as appropriate)		
<b>Reporting to the Position:</b>	Nil		

### Position Purpose:

- To carry out research and interviews to gather news information and to write, edit and voice news items and extended pieces on air and online.

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

### Position Responsibilities: (Core Journalist responsibilities – Bands C, D & E)

- Research and write stories on news topics relevant to areas of responsibility, as well as general news.
- Write clear, sharply-angled copy<sup>2</sup>.
- Update new directions and story developments / follow-ups, as required.
- Foster and maintain a widespread network of contacts to bring in and break news stories
- Provide audio material as required for all outlets, using relevant and up-to-date voice, editing and production skills.
- Provide programme outlets with advice, interviews, live input and back-grounding, as required.
- Provide suitable online content (copy, audio and visuals)
- Be responsible for developing our story-telling across both radio and digital, using the inherent strengths of each platform to engage audiences.
- Maintain a multi-media focus, liaising with the digital news team and working as required on multi-media stories, including the use of the written word, audio, photographs, video, graphics, links, user-generated-content and social media, eg Twitter where appropriate.
- Accomplish high quality work within deadlines and according to RNZ editorial policy and standards.
- Develop and maintain strong relationships with newsroom staff, and work collaboratively with the team.
- Collaborate and maintain effective liaison with other parts of RNZ.
- Ensure any and all public representation maintains RNZ's reputation as independent, impartial and balanced.
- Undertake training and development, as directed.
- Undertake production duties as required.
- Other tasks and assignments as may be required from time to time.
- Shift work, as required

### Responsibilities at Band C

*Journalists in Band C are expected to carry out all the above Core Journalist responsibilities, but are likely to require a significant degree of supervision and guidance with at least some of these responsibilities.*

### Additional responsibilities at Band D

- Contribute to professional development of less experienced Journalists (Bands B & C), by providing guidance and advice

*Journalists in Band D are expected to carry out all the above Core Journalist responsibilities. They may still require a degree of supervision and guidance with some responsibilities.*

### Additional responsibilities at Band E (Senior)

- Deputise for Bureau Chief, as required.
- Contribute to the development of the style guide and editorial policy.

---

<sup>1</sup> 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.

<sup>2</sup> All copy and content must meet company standards of accuracy, balance and credibility and be in line with the Radio New Zealand's Editorial Policies, standards and style guide.

- 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 Radio New Zealand's Organisational Behavioural Competencies

*Senior Journalists will display a level of news judgement, and professional competency that requires minimal guidance from Bureau Chiefs and Editors. The role modelling of Radio New Zealand Organisational Behavioural Competencies becomes critical with seniority.*

#### 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.

#### Organisational

- Be aware of and adhere to Radio New Zealand's Editorial Policy standards.
- Contribute to the overall effectiveness of Radio New Zealand.
- Participate in promotions or awards which help promote Radio New Zealand's image and profile.
- 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

- Tertiary journalism qualification or equivalent experience
- Current valid drivers' licence essential
- Gain at least a General on-air pass at Radio New Zealand audition: clear vocal delivery with non-distracting speech, good interpretive skills and adequate interviewing skills, good English, Maori and Pacific Island language pronunciation skills

### Personal Attributes

- Self-motivated
- Quick thinking
- Broadcast quality voice
- Imagination and the aptitude for making a story sound interesting on-air
- Ability to work under pressure and meet deadlines
- Commitment to producing a consistently high standard of work
- Collaborative team player
- Recognises the value of cultural and community diversity
- Quickly adapts to need for change, is flexible in approach
- Able to use initiative and adapt the changing priorities and demands of the newsroom

### Knowledge & Experience *(requirements increase with seniority)*

- Knowledge of and interest in New Zealand news and current affairs
- Understanding of the role of a public services broadcaster including the requirement for impartial and balanced reporting.
- Knowledge of media law and its practical application and of broadcasting standards *(ability to apply advanced and reliable knowledge at Band E)*
- Good news sense *(developing news sense at Band C through to well developed at Band E)*
- Strong demonstrated initiative in news gathering and processing
- Experience with digital media and preparing online content is desirable
- Reporting experience in a media environment *(significant reporting experience and editorial judgment to a level sufficient for senior rounds work at Band E)*
- Able to read and write phonetics, or development towards preferred

### Skills

- Strong interpersonal and communication skills
- Able to establish, develop and maintain good contacts
- Able to develop effective working relationships with a news team, other colleagues and external parties.
- Effective networking with cultural and other community groups
- News gathering / research skills
- Well-developed analytical skills
- Story initiation skills
- Ability to identify, develop and complete most story assignments to specified level (\*)
- High level of initiative, originality, writing, processing and on-air skills (\*)
- Audio recording, editing and production techniques
- Web publishing skills desirable
- Typing/computer skills, as required

(\*) *Journalists, Band C, would expect to be developing these abilities, with a level of supervision.*

*Journalists, Band D, would be expected to be largely independent.*

*Journalists, Band E, would be expected to display*

- Advanced live-to-air skills and live question and answer skills
- Ability to produce first-class packaging including audio, sound (colour) and voice
- Leadership skills (refer following Radio New Zealand Organisational Competencies)
- Planning and organisational skills sufficient to deputise for Bureau Chief
- Ability to effectively coach others to develop their journalistic and broadcasting craft and news judgement

## **RADIO NEW ZEALAND 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
- Established and maintains positive working relationships with internal business units
- Achieves the group's objectives
- Takes account of circumstances when communicating with others

**RADIO NEW ZEALAND**  
**Addendum to Job Description**

**Date:** March 2016

**Position Title:** Senior Journalist (Band E ref# 63-100)\*  
Journalist (Band D ref# 63-200)\*  
Journalist (Band C ref# 63-300)\*

**Business Unit:** Te Purongo a te Manu Korihi, News

**Reports to:** Senior Journalist / Editor, Maori News

**Special Position Responsibilities:**

- Research and write stories on Maori news issues and for general news, as required.
- Compile and present Maori news bulletins.
- Advising colleagues in news and other areas of RNZ on matters in area of specialist expertise ie matters of Maori knowledge, relationships, tikanga etc, pro-actively and in response to questions.

**PERSON SPECIFICATION**

**Knowledge & Experience** (*requirement increases with seniority*)

- Knowledge and understanding of Maori Issues and their importance to New Zealand
- Reliable knowledge of tikanga.
- Able to effectively and pro-actively convey information to others about area of specialist expertise.

**Skills**

- Te Reo Maori preferred.

**Personal Attributes**

- Understands need for sound judgement on matters of conflicting interest, ensuring editorial independence while acknowledging personal connections (*comfortable and adept at E*)
- Willing to provide specialist advice to other staff on area of expertise.

---

\* 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.