

Schedule 1

RNZ – Position Description

Position Title: Local Democracy Reporting (LDR) Pilot Manager

Date: May 2019

Fixed term contract: Pilot period of one year

Business Unit/ Location: Wellington, with extensive travel required

Reports to: RNZ News Director

Reporting to the Position: None

Purpose:

The LDR Manager constructively leads the administration, development and maintenance of the service.

Purpose of the role:

The delivery of the LDR service through effective coordination, communication, establishment and maintenance of content-sharing processes, as well as the provision of editorial guidance, administrative support and monitoring for quality and productivity. Responsibility will include some project management, recruitment, financial auditing, legal oversight and contract negotiation.

Key collaborative relationships:

NPA Member Editors, Local Democracy Reporters, RNZ News Director, RNZ Head of Digital Content, NZOA Head of Funding.

Key responsibilities:

Outcomes/Accountabilities required.

Content:

1. A content service of the highest quality and journalistic standards;
2. The rebuild or increased coverage of local institutions;
3. Original and comprehensive news about publicly-elected local bodies and officials which engages audiences, builds and diversifies audience demographics, with special focus in some regions on issues of interest to Māori, Pasifika and youth;
4. LDRs act as the community's "eyes and ears", enhancing public accountability and providing greater transparency;
5. News gathering is timely, well planned, reaching the right platforms at the right times, relevant to audiences, appealing and authoritative;

Management:

6. RNZ effectively plays the role of 'honest broker', offering neutral and supportive guidance to achieve agreed objectives;
7. Proper and effective development, monitoring, supervision and auditing of the service, including stakeholder management, service level agreements, forward planning, monitoring and reporting.

Likely/expected actions contributing to achievement of outcomes:

1. Work as the administrative manager of the service, including setting up and running a 12 month pilot, and assistance with the recruitment of LDRs;
2. Monitor compliance with objectives, filing monthly reports which assess adherence to objectives and productivity quotas;
3. Provide constant advice, support and feedback to LDR employers;
4. Establish and maintain multimedia content sharing processes to disseminate content to LDR Partners;
5. Consult over multimedia training requirements, arrange and coordinate relevant programmes to equip LDRs with the skills to provide content to the full range of media platforms including social media;
6. Develop reliable processes to speedily address legal issues and complaints over content;
7. Implement and maintain a robust planning system, so original news results and there are no surprises or silos;
8. Help develop and implement good planning and project management methodologies which allow open decision-making;
9. Proactively monitor news generation and provide early/warning 'no surprises' information about issues;
10. Be prepared to challenge existing approaches and come up with solutions.

Relationship management:

1. LDR objectives are understood and supported;
2. Key internal and external relationships are nurtured and maintained, specifically with LDR employers, LDRs, NPA and NZOA;
3. Difficult conversations are undertaken in a timely way and handled deftly;
4. Issues staff are addressed quickly, appropriately and fairly;
5. An even-handed and collaborative approach is modelled at all times;
6. An honest and open "no surprises" status is maintained with the News Director and senior colleagues;
7. Timely feedback is provided on what's working or not working;
8. Plans and timeframes are proactively tweaked and changed.

Leadership and development:

1. LDRs successfully deliver on objectives, effectively collaborating with others in the service;

2. LDRs grow and maintain all relevant skills and expertise and these are well deployed;
3. LDRs are encouraged to innovate and take calculated risks, including outside their comfort zones or areas of expertise.

Financial Operations:

1. LDR budget is managed effectively and met;
2. Expenditure is actively monitored and corrective action is taken as required;
3. News Director is provided with robust and timely advice relating to any financial risks.

Schedule 2

Deliverables

Editorial Brief for Local Democracy Reporting Service

- The core purpose and the LDR is to provide impartial coverage of the regular business and workings of local authorities in New Zealand. Coverage will extend to other relevant democratic institutions. The service is designed to provide timely coverage of the affairs of publicly-appointed and/or publicly funded local institutions and organisations including but not exclusive to: local; councils (including district and regional councils), council committees, community boards, council-owned or partially owned commercial enterprises, district health boards, local trusts, port and airport authorities and Maori incorporations and trusts.
- Their brief is to report on the decision-making process: what decisions are made in the public's name and how are they arrived at, what evidence is presented to the councils etc.
- LDR staff may provide other stories which are focused on local democracy and which are in the public interest – so long as that does not detract from the core purpose of the service
- All their work must be available to all qualifying partners.
- National politics generally is out of scope but there will be occasions in which national politicians and their work/decisions/pronouncements have direct impact/interest at regional level. This would, as a matter of course, attract the attention of LDR staff.

PERSON SPECIFICATION

Qualifications:

- Appropriate qualifications in journalism.

Knowledge & experience:

- Experience as a senior news gatherer with particular understanding of how news may be used across multiple platforms.

Ideal experience and personal skills

- Proven achievement and credibility as a senior journalist who sets and achieves high professional standards.
- Expertise in hunting news and driving a news agenda and a solid understanding of news programming requirements.
- Significant experience and track record implementing strategies to reach audiences, ideally in a multimedia environment/broadcast environment.
- Successful track record in planning, budgeting and expenditure control.
- The proven ability to:
 - exercise sound news and people judgment and act decisively;
 - think and act strategically, e.g. organisational awareness;
 - apply an understanding of the media sector in NZ and appreciate key market, consumer and technological trends;
 - think flexibly and creatively with an ability to quickly grasp complex topics;
 - 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.
- Apply all legislative requirements, regulations, policies and procedures related to area of responsibility and specialised expertise.
- The willingness to understand and promote the value of diversity, including obligations under the Treaty of Waitangi.

Ideal experience and social skills

- Proven credible leadership experience/achievement in:
 - Building loyalty, commitment trust and pride;
 - Influencing others and creating a respectful work environment fostering innovation and fun;
 - Modelling collaboration with others outside the group;
 - Recruitment and staff development skills;
 - Facilitating effective staff performance;
 - Making best use of staff abilities;
 - Conflict management (including interpersonal and working style differences);

- Identifying and nurturing talent.
 - Clear, respectful and timely communication when:
 - Resolving legal issues, complaints or concerns about news performance;
 - implementing change that improves quality and productivity;
 - Responding to staff or colleague suggestions;
 - All written material is organised and convincing.
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- Building and maintaining effective relationships including:
 - Minimising authority and maximising persuasion;
 - Intervening early and positively to improve the team's performance;
 - Representing the organisation positively and effectively;
 - Encouraging a free exchange of ideas.

COMPETENCIES

Leadership and Teamwork

- Inspires others with the vision
- Motivates and excites people and releases their energies
- Encourages and harnesses creativity and innovation
- Encourages staff to assume responsibility
- Develops leadership in others through coaching and mentoring
- Inspires and leads others' commitment towards change
- Sets and maintains cultural, ethical and behaviour standards

Strategic Capability

- Sees the big picture and clearly articulates the future direction
- Formulates effective strategies and policies consistent with the Charter
- Balances long-, medium- and short-term goals
- Analyses problems and can extract the core of an issue
- Scans the external environment, seeks, analyses and utilises information on trends and other critical management information to shape plans and activities
- Influences and educates externally, while maintaining organisational values
- Acts through appropriate channels

Managing Self

- Uses a variety of sources to gain personal insight and seeks continuous improvement in areas of weakness as well as strength
- Manages the balance between caring for self and meeting organisational needs and maintains focus, even under adversity
- Approaches work with a sense of purpose and self-control
- Anticipates and is open to change
- Remains persistent even under adversity, but knows when to let go
- Recovers quickly from setbacks, maintaining own health and safety and wellbeing

- Seeks, listens to and responds to feedback
- Is accountable for their role and responsibilities
- Manages time effectively, balancing career and personal life
- Will make, and act on, the unpopular decision, and offer frank advice
- Keeps Head of News and other relevant managers informed of areas of risk
- Acts ethically

Outcome Driven

- Proactive and achievement-oriented
- Prioritises effectively, does what is important
- Challenges accepted wisdom and colleagues' assumptions
- Takes considered risks and experiments with unconventional solutions where appropriate
- Uses good judgement
- Involves others in working up change ideas
- Generates and analyses a range of options for individual and organisational improvement and solutions to problems, including a systematic analysis of risks and benefits
- Communicates and manages risks
- Monitors and evaluates plans to increase effectiveness in client service and outputs
- Makes effective and timely decisions, even when data is limited or solutions produce unpopular or unpleasant consequences
- Ensures the integrity of the organisation

Management

- Disseminates information throughout the group so all individuals can fulfil their role requirements
- Encourages attitudes that support RNZ
- Holds and promotes an organisation-wide view
- Ensures a diverse workforce is appropriately selected, developed, managed, appraised and rewarded
- Considers external resourcing possibilities where appropriate
- Attends to morale, health and safety and wellbeing dealing quickly with problems
- Takes on tough issues – particularly those related to people – tactfully and compassionately, treating everyone with dignity and respect
- Tempers use of power with persuasion, give-and-take, and support for others
- Establishes performance standards and ensures they are met, takes timely corrective action
- Understands and appropriately applies all legislative requirements, regulations, policies and procedures
- Constructs effective business cases to support proposals
- Balances resources, using appropriately financial management, marketing expertise, cost-benefit analysis, capital resource decisions

- Uses technology to enhance decision making and streamline processes

Building Relationships

- Takes a comprehensive view of the groups and people impacting on their role, covering the ramifications of issues for these groups and their sensitivities
- Represents, negotiates and advocates for the organisation and its work to those within and outside it
- Relates well at any level in the organisation or outside it
- Influences for the good of RNZ using a network of appropriate formal and informal contacts
- Uses those connections to anticipate and sort out problems before they become significant
- Obtains and keeps respect for external views
- Works with people from other organisations, including unions, and manages cross-boundary issues
- Considers elements of issues beyond own area of expertise while ensuring own views are communicated
- Supports the achievement of RNZ corporate strategy and policy even when it raises challenges in implementation
- Communicates clearly and convincingly, orally and in writing, to ensure understanding and remove ambiguity