

RNZ POSITION DESCRIPTION

Position Title:	Producer (Bands C, D and E) ¹	Date:	March 2020
Location/Business Unit:	News	Ref #:	
Reports To:	Programme Editor/ Executive Producer		
Reporting to the Position:	Nil		

Position Purpose:

As an independent and commercial-free public service media organisation, Radio New Zealand's purpose is to serve the public interest. To this end you will:

Help create a vibrant, live experience on air and online which draws on a wider range of story-telling techniques including visual elements (stills, video, graphics and live to camera), live video streaming, strong writing, research and angle generation, the attraction of great talent and development of a social media audience and engagement with it.

Position Responsibilities (Core Production responsibilities – Bands C, D and E):

- *Producers in Band C are expected to carry out all the Core Production responsibilities, but are likely to require a significant degree of supervision and guidance with at least some of these responsibilities.*
- *Producers in Band D are expected to carry out all the Core Production responsibilities. They may still require a degree of supervision and guidance with some responsibilities.*
- *Senior Producers will display a level of news judgement and professional competency that requires minimal guidance. The role modelling of Radio New Zealand Organisational Behavioural Competencies becomes critical with seniority.*

Editorial

- Work with the show's dedicated production team, the newsroom, digital and others across RNZ on editorial components for on-air and online, including initiating, selecting and developing story ideas.
- Ensure stories are or will be fit for all RNZ platforms including, visual pieces, interaction with the host, guests and audience (via social) and an emphasis on the live experience,
- Maintain acute understanding of story opportunities and developments across the spectrum that underline RNZ desire to tell its stories:– from news, to sport, to human interest and life and culture pieces,
- Lead and develop fresh stories for multimedia.
- Read in and monitor news flows, keeping up to date with both national and international news stories at all times, through all sources including contacts and social media,
- Own responsibility for programme content and format as required.

Production (Broadcast and Web)

- Source great talent and provide strong and relevant material for the show's host, adding depth to RNZ journalism including the voices upon whom the news has an impact.
- Break stories on-air and online, keeping in mind the elements identified above, including innovative angles, heads and questions,
- Appear on screen as required,
- Work in both the field and the studio as required,
- Develop (not only) stories but ensure insight as to the meaning behind the stories,
- Make engaging video journalism with the resources on offer, i.e. the use of graphics, green room process shots,
- When required, capture video with a phone/camera,

¹ RNZ 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 new programmes or tasks as programming and operational needs dictate.

- Produce material which works on-air, visually and online,
- Undertake the required planning and organisation to ensure all facilities and services necessary for live and pre-recorded interviews are available when required (e.g. phone numbers, location of talent, back up in case of problems, etc),
- Arrange live and pre-recorded audio and video based interviews,
- Undertake and resolve digital editing, on air production and sound quality problems,
- Edit pre-recorded interviews, identify relevant video and audio cuts, including re-editing interviews when required,
- Greet and prepare interview subjects appropriately, and where required conduct interviews in a professional manner,
- Maintain a diverse and relevant list of contacts for the programme and to break news stories,
- Handle listener and digital audience requests for information in a timely and professional manner,
- Produce related online content, appropriately enhanced and tailored to web audience. This includes helping to maintain and develop the show's social media presence, cutting audio, working with visual elements and writing web pieces for publication on radionz.co.nz,
- Liaise with the digital team and work as required on multi-media stories, including the use of the written word, audio, photographs, video, graphics, links, user-generated-content and social media, e.g. Twitter,
- Participate in the regular debriefs and reviews of the programme and its online presence, particularly with respect to its objectives and planning, and willingly implement changes as directed.

General

- Consistently meet the personal and social skills required in the ideal appointee specification.
- Ensure all work is produced to deadlines, without compromising quality.
- Develop and maintain strong relationships with all programme staff, and work collaboratively with the team.
- Work across other parts of News as required.
- Collaborate and maintain effective liaison across News and with other parts of Radio New Zealand.
- Participate in the regular debriefs and reviews of the programme, particularly with respect to the programme objectives and planning, and willingly implement changes as directed.
- Undertake training and development as directed.
- Ensure any public representation maintains Radio New Zealand standards and builds on its reputation for independent, impartial and balanced journalism.
- Other tasks and assignments as may be 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 health and safety policies and guidelines and complete responsibilities relating to the health and safety business plan.

Emergency Management / Lifeline Utility Role:

- 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.
- Display a high level of initiative, effort, and commitment to Radio New Zealand as it seeks to achieve the aims of the Charter.
- 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.
- Shift work, as required.

Additional Responsibilities at D

- Contribute to the professional development of less experienced Producers (Bands B & C) by providing guidelines and advice.

Additional Responsibilities at E

- Contribute significantly to the professional development of less experienced Producers (Bands B, C & D) providing guidelines and advice (Senior is expected to have more advanced coaching skills),
- Make editorial decisions regarding news value, style and taste,
- Apply extensive knowledge of media law appropriately,
- Role model Radio New Zealand Organisational Behavioural Competencies.

Management (E)

- Ensure the programme host and other team members are fully briefed and updated as required,
- Deputise for senior staff as required.

IDEAL PERSON SPECIFICATION

Qualifications:

- A tertiary qualification in journalism or relevant area is preferred or study towards this coupled with substantial video production experience.
- A general on-air pass at a Radio New Zealand audition which includes clear vocal delivery with non-distracting speech, good interpretative skill and satisfactory interviewing skills is desirable.
- A willingness to learn and adapt is essential.

Personal knowledge, experience and skills (*requirements increase with seniority*):

Effective working knowledge of:

- National and international news and current affairs,
- Live production – on-air, online and visually,
- The convergence of aural and visual story-telling, e.g. using smart phones and digital recording techniques,
- New Zealand geography,
- Radio New Zealand style requirements and Editorial Policy, and media law.

Previous experience

- As a journalist (essential) along with an ability to tell stories in a live visual format.
- On camera experience (desirable),
- Producing “live” programmes of a consistently high quality.

Skills, abilities and personal attributes

- Organisation and planning including ability to work under pressure and meet deadlines,
- Live production, including ability to organise streaming visual interviews,
- Visual editing,
- Field recording skills,
- Appearing on screen (desirable) or willingness to do so and learn the skills (essential),
- Demonstrate a broad and considered approach to what is “news”,
- Willingness to take and implement advice, particularly in areas of skill development,
- Willingness and preparedness to experiment and change in ways that keep an audience first approach,
- Display a high level of initiative, effort, and commitment to Radio New Zealand as it seeks to achieve the aims of the Charter,
- A lateral thinker with ability to come up with fresh story ideas and angles,
- Adaptability to changing circumstances and flexible in approach,
- A broadcast quality voice, including being able to pronounce Maori,
- 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,
- Commitment to producing a consistently high standard of work in all elements of the job description.
- Quickly adapts to need for change, is flexible in approach
- Be able and willing to work rotating shifts including early morning, afternoon / evening and overnight shifts (*when working for Morning Report*)

Social knowledge, experience and skills (*requirements increase with seniority*):

- Experience and ability in satisfying changing audience needs,
- Experience and ability in working with teams in pressured situations with tight deadlines,
- ability to communicate clearly, concisely and persuasively with all colleagues and external contacts,
- relationship management skills including a collaborative approach with the news operation, the digital team and a wide variety of other content producers within RNZ,
- Experience and ability in networking with business, political, community, cultural and other groups as required,
- Experience and ability being a collaborative team player,
- Ability to recognise the value of cultural and community diversity.

ORGANISATIONAL 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