

Position Description

Position Title:	Journalist (Bands B, C, D, E) ¹	Date: Sept 2019
Business Unit:	News	
Location:	Wellington	
Reports to:	Bureau Chief (or per addendum as appropriate)	
Reporting to the Position:	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, RNZ's purpose is to serve the public interest.

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

- Break news, and regularly contribute ideas for original, investigative and enterprise stories.
- Report live on air and online on breaking news, running stories, and both from RNZ bureaux and from the field.
- Research and write stories on news topics relevant to areas of responsibility or round, as well as general news.
- Contribute daily, weekly and longer term to our planning process, adhering to deadlines, guidelines and formats.
- Write clear, sharply-angled news copy², and more detailed background, feature and analysis copy as necessary.
- 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 and visual material as required for all platforms, using relevant and up-to-date audio and visual editing and production skills.
- Provide digital, programmes, bulletins and the social media team with coverage updates, copy, audio, visuals, interviews, live input, back-ground and feature material as required.
- Take responsibility for developing stories across both radio and digital, using the inherent strengths of each platform to engage audiences.
- 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, balanced and free of opinion.
- 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

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 other programmes or tasks as programming and operational needs dictate.

² All copy and content must meet company standards of accuracy, balance and credibility and be in line with the RNZ's Editorial Policies, standards and style guide.

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Responsibilities at Band B

Journalists in Band B are expected to be developing the ability to carry out the above Core Journalist responsibilities, but are likely to require a significant degree of supervision and guidance and are expected to seek feedback and to refer upwards proactively.

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

- Bring an increased number of breaking, original, investigative and enterprise stories to RNZ.
- 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)

- Bring an increased number of breaking, original, investigative and enterprise stories to RNZ.
- Contribute to the development of improved processes to enhance our original, investigative and enterprise story-telling, planning, communication, collaboration and adherence to RNZ values in terms of attitude, behaviour and treatment of colleagues
- Contribute to the development of the RNZ style guide and editorial policy.
- 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)
- Deputise for Bureau Chief, as required.
- Role model RNZ'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 RNZ 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 RNZ.
- 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 RNZ site if required, usually in a major city.

Organisational

- Be aware of and adhere to RNZ's Editorial Policy standards.
- Contribute to the overall effectiveness of RNZ.
- Participate in promotions or awards which help promote RNZ's image and profile.
- Observe statutory requirements and RNZ 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.

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PERSON SPECIFICATION

Qualifications

- Tertiary journalism qualification or equivalent experience
- Current valid drivers' licence essential
- Gain at least a General on-air pass at RNZ 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

- Collaborative team player, displaying core RNZ values in terms of attitude, behaviour and treatment of colleagues
- Self-motivated
- Quick thinking
- Broadcast quality voice
- Imagination and the aptitude for making a story sound interesting on-air and
- Ability to work under pressure and meet deadlines
- Commitment to producing a consistently high standard of work
- 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 B-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
- The ability to produce high quality, engaging and creative written and visual content for our digital platforms
- Web publishing skills desirable
- Typing/computer skills, as required

(*) *Journalists, Band B, would expect to be developing these abilities, with regular supervision.*

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 RNZ Organisational Competencies)
- Planning and organisational skills sufficient to deputise for Bureau Chief

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- Ability to effectively coach others to develop their journalistic and broadcasting craft and news judgement

RNZ 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 RNZ and its Charter
- Continuously improves services
- Ensures that projects are completed in a timely manner and within budget

Management

- Encourages attitudes that support RNZ, 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 RNZ'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