

SENIOR PRODUCER

Position Description

Date	January 2021
Location/Business Unit	Digital, Auckland or Wellington
Reporting to	Executive Producer, Series and Podcasts
Position Type	Permanent, Full-time

The Role / Position Purpose

To produce and host great story-telling for RNZ platforms, with an emphasis on finding and sharing topical and compelling stories for a growing and diverse audience. In particular you will lead RNZ's long-form science coverage, specifically making Our Changing World as a digital-first podcast and series that also plays on multiple platforms, and help the team evolve.

As an independent, commercial-free public service media company, RNZ's purpose is to serve the public interest.

Position Accountabilities – what you're responsible for

Outcomes/Accountabilities required	Likely/expected actions contributing to achievement of outcomes
<p>Storytelling:</p> <ul style="list-style-type: none"> (1) New, topical and focused story-telling will work on multiple platforms. (2) Story-telling and series which break down big issues for our audience will be created. (3) The development and production of material will be a collaborative process with people across the business (4) Staff will be helped to develop their ideas and learn new skills (5) RNZ will capture and (over time) increase the NZ podcast market (6) Our podcasts will increasingly top of the NZ iTunes chart and have success overseas (7) New and diverse audiences will become a community (8) Material created will be both informative and fun (9) Our story-telling on radio will be reinvigorated. (10) Deliver shows that are accurate, meet deadlines, have strong angles and adhere to the goals in RNZ's charter. 	<p>Storytelling:</p> <ul style="list-style-type: none"> (1) Work with the executive producer through the generation and commissioning of ideas, and the subsequent creation of material. (2) Producer and host intimate and conversational podcasts that connect with an audience and help maintain RNZ's reputation for accurate, compelling and industry-leading podcasts. (3) Contribute to the ongoing development and achievement of the team's strategy and initiatives; (4) Work collaboratively with staff on the team and across Radio New Zealand to achieve the highest-quality story production for our different platforms; (5) Participate in the development of series, podcasts and topical story-telling, ensuring they contribute to audience growth; (6) Identify and implement opportunities to use series, podcast and topical story-telling to the largest possible audience;

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	<ul style="list-style-type: none"> (7) Model a collegial and constructive approach that reinforces an ‘audience first’ focus and encourages team work; (8) Be prepared to take risks around story-telling and adapt pieces to suit the audience, platform and subject matter. (9) Help make our story-telling lively, ensuring the subjects involved and their voices are at the forefront.
<p>Relationship management:</p> <ul style="list-style-type: none"> (1) Editorial needs are intimately understood, and expectations are met; (2) Charter requirements are met and reflected in the unit’s strategy; (3) Optimum story-telling knowledge is built across the team; (4) Key relationships including, but not limited to, the series and podcast team, staff on day parts and programmes, news editor, digital features editor, community engagement editor and homepage lead are nurtured and maintained. (5) The story-telling helps us reach new, larger and more diverse audiences. 	<p>Relationship management:</p> <ul style="list-style-type: none"> (1) Work with editorial and radio colleagues to guide and translate expectations into great story-telling for different platforms; (2) Ensure the executive producer understands story development timeframes and, if necessary, competing priorities. (3) Provide executive producer and colleagues with early warning/‘no surprises’ information about issues that may arise. (4) Communicate potentially complex issues to colleagues across the business in plain language and respectfully. (5) Work with editorial and radio colleagues to help translate their expectations into great story-telling for different platforms; (6) Proactively monitor production against plans and timeframes; (7) Communicate complex issues to colleagues across the business in plain language and respectfully.
<p>Staff leadership and development:</p> <ul style="list-style-type: none"> (1) With respect to the team, staff successfully execute the series, podcast and topical story-telling strategy; (2) Staff grow and maintain relevant skills and expertise, and these are well deployed across the team; (3) You share your skills and expertise with the team and those it works with. 	<p>Staff leadership and development:</p> <ul style="list-style-type: none"> (1) Help the team with ideas and encourage staff to innovate with stories; (2) Build capability in all aspects of the work produced by the team. (3) Provide the executive producer with feedback around how the unit is performing and any issues. (4) Collaborate with staff to identify and implement ongoing training and development opportunities. (5) Deputise effectively for the executive producer in their absence or on specific projects.

Outcomes/Accountabilities required	Likely/expected actions contributing to achievement of outcomes
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<p>Organisational Culture and Strategy implementation:</p> <ol style="list-style-type: none"> (1) Any changes are well planned and introduced collaboratively. (2) Your contributions to a changing environment will be clearly demonstrated. (3) The team is engaged, satisfied and productive. (4) It works well with others and there are opportunities to try new things. 	<p>Organisational Culture and strategy implementation:</p> <ol style="list-style-type: none"> (1) Help provide coaching and support when asked. (2) Identify training opportunities across team; (3) Facilitate a team culture that builds a high performing and inclusive team. (4) Participate in relevant data gathering for staff work satisfaction and engagement; (5) Share internal data results and collaboratively identify and prioritise strategies to improve as appropriate;
<p>Financial Operations:</p> <ol style="list-style-type: none"> (1) The team’s financial operations are managed within budget. 	<p>Financial Operations:</p> <ol style="list-style-type: none"> (1) Ensure any spending is cleared with the executive producer and documented. (2) Help develop business plans and budgets for activities or specific projects.

Candidate Profile / Person Specification

<p>Qualifications</p>	<p>Appropriate qualifications and expertise in journalism, long-form story-telling and audio production.</p>
<p>Knowledge & Experience</p>	<ul style="list-style-type: none"> • An understanding of the technical elements of producing long form content e.g. series, podcasts, radio packages, documentaries and written work. • Experience as a producer of programmes and understanding of how stories and features may be delivered across multiple platforms. • Ability/willingness to develop extensive contacts in New Zealand’s science community. • Ability to reveal new stories and trends and tell great stories that also appeal to a wide audience.
<p>Skills</p>	<p><i>Ideal experience and personal skills</i></p> <ul style="list-style-type: none"> • Proven achievement and credibility as a producer/journalist who sets and achieves high professional standards across multiple platforms. • Expertise in producing long form material in interesting ways for audiences. • Demonstrating potential to step up and be a leader amongst peers, • Willingness to take a team leadership role when required, accepting accountability for team performance. • The proven ability to: <ul style="list-style-type: none"> ○ exercise sound story judgment and act decisively ○ think and act strategically, e.g. organisational awareness; ○ apply an understanding of audience and consumer needs for stories that engage them and that have a community create a “buzz” about RNZ programmes; ○ think flexibly and creatively with an ability to quickly grasp production requirements for different stories;

	<ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ● 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. ● Willingness to follow all company policies including, but not necessarily limited to, health and safety and dignity with respect policies. ● The willingness to understand and promote the value of diversity, RNZ's charter and obligations under the Treaty of Waitangi. <p><i>Ideal experience and social skills</i></p> <ul style="list-style-type: none"> ● Proven credible team and collaboration skills in: <ul style="list-style-type: none"> ○ Contributing to building loyalty, commitment, trust and pride, ○ Participating with others and creating a respectful work environment fostering innovation and fun, ○ Modelling collaboration with others outside the group; ○ Sharing resources, ideas and time with colleagues; ○ Participating in team development including willingness to give and receive feedback and acting on feedback designed to improve your performance or contribution to the team, ○ Helping resolve conflicts (including interpersonal and working style differences) ● Clear, respectful and timely communication when: <ul style="list-style-type: none"> ○ Resolving complaints or concerns about performance; ○ Contributing toward and implementing change that improves quality and productivity; ○ Responding to colleague suggestions; ○ All written material is organised and convincing. ● Building and maintaining effective relationships including: <ul style="list-style-type: none"> ○ Representing the organisation positively and effectively; ○ Encouraging a free exchange of ideas.
Competencies	<ul style="list-style-type: none"> ● Leadership and Teamwork ● Strategic Capability ● Managing Self ● Outcome Driven ● Management ● Building relationships