

SENIOR PRODUCER

Position Description

Date	February 2021
Location/Business Unit	Auckland or Wellington, Radio
Reporting to	RNZ National Content Director
Position Type	Permanent, full-time

The Role / Position Purpose

Create great stories and guest content for Saturday Morning with Kim Hill, delivering a vibrant, live experience for our audiences through strong research and angle generation, high production values, and the extension of our audience connection through on-line and social media.

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

Position Accountabilities

- Be jointly responsible with Presenter for the content and quality of the programmes.
- Source great talent and provide strong and relevant material for the show's host
- Initiate and develop original story ideas to fit the programme's strategy, and then determine the appropriate story telling treatment.
- Deliver the stories and content for on-line, making appropriate use of images, video, graphics, data and audio.
- Use social media to engage audiences, distribute and promote our story telling,
- Produce both recorded and live parts of programmes, this includes audio recording and editing.
- Book studios, lines and make any other arrangements necessary for either live or pre-recorded interviews
- Pull together relevant research material, write accurate and inventive introductions and question lines, write programme trailers and rundowns.
- Maintain a diverse and relevant list of contacts for the programme, and use when breaking news story opportunities arise.
- Line produce the show on Sat Mornings when required
- Collaborate and maintain effective liaison with News, Digital, and Music, along with other areas of RNZ.
- Arrange, research and set up outside broadcasts, with appropriate publicity.
- Undertake appropriate public relations, meeting and preparing interviewees.
- Represent the programme in a courteous and professional manner when dealing with newsmakers, their representatives, contributors and the general public.
- Handle listener requests for information and recordings.
- Scout for and hire contributors when needed, arrange for payments where appropriate.

- Take part in constant review of programme objectives and their achievement, making adjustments where necessary.
- Contribute to long and short-term programme planning; implement changes to the programme as directed.
- Contribute to the establishment of effective administration systems to support programme planning and management.
- Act in a manner consistent with RNZ company policy, including Equal Employment Opportunities principles and practices.
- Undertake training and development as directed
- Other tasks and assignments as may be required from time to time.

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.

Candidate Profile / Person Specification

Qualifications	<ul style="list-style-type: none"> • A journalism or broadcast qualification or significant practical experience in broadcast production. • The successful applicant will be well read and have a wide range of interests and ideas, and a broad general and current affairs knowledge.
Knowledge & Experience	<ul style="list-style-type: none"> • Strong journalistic and research experience is essential • Live production on air, and broadcasting experience an advantage. • A thorough understanding of online and social media requirements and opportunities • Wide general knowledge • Extensive knowledge of national and international current affairs, along with New Zealand geography. • Excellent spoken and written communication skills • Some budget management desirable. • Knowledge of music also an advantage.
Skills	<ul style="list-style-type: none"> • Excellent organisational skills. • Ability to work as part of a team • Ability to give and receive constructive criticism

	<ul style="list-style-type: none"> • Live production skills including microphone and recording techniques • Editing skills • Excellent networking and contact generating skills • Effective networking with cultural and other groups relevant to the programme content.
Personal Attributes	<ul style="list-style-type: none"> • Maturity of outlook • Flexible attitude • A lateral thinker • Ability to work under pressure • Commitment to achieving consistently high standards of output • Collaborative team player • Recognition of the value of cultural and community diversity • Quickly adapts to need for change, is flexible in approach

Competencies (definitions available on request)

- Leadership and Teamwork
- Strategic Capability
- Managing Self
- Outcome Driven
- Management
- Building and Maintaining Relationships

