

Team Leader – MCR and Production

Position Description

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| Date | 5/09/2021 |
| Location/Business Unit | Wellington |
| Reporting to | Operations Manager |
| Direct Reports / Functional relationships | Technology Group, MCR, Production, RNZ National, RNZ News, RNZ Pacific, RNZ Concert |
| Position Type | Permanent, Full Time |

The Role / Position Purpose

The Team leader MCR and Production role is responsible for providing comprehensive leadership and technical support to RNZ Master control services (MCR), Outside Broadcast (OB), Audio production and Parliament audio services.

You will lead a team of people to deliver professional broadcast services contributing to RNZ, attracting a wide and diverse audience.

This role ensures that production requirements are met across RNZ, working closely with Team Leader of Live services and Operations Manager ensuring continuity of services across the organisation.

As part of the Technology and Operations Group, the role works collaboratively across the Group and leverages the full range of technologies and people to deliver services. This role also contributes to RNZ's technology strategic plan

Position Accountabilities – Responsibilities

Operations Service Delivery

- Maintain and communicate an up to date understanding of RNZ programming, content delivery and audience needs.
- Provide high quality operational support for the delivery of all content.
- Use relevant technologies and production techniques to ensure delivery is always efficient and of the highest standard.
- Focus on the on-air delivery, monitoring and reporting requirements of MCR staff to achieve the highest standards of delivery across broadcast and studio services.
- Collaborate with peers to ensure operational support is carried out effectively across all centres.
- Work with the Technology & Operations Group to ensure RNZ is delivering to its audience across all platforms.

- Develop and provide input into operational plans to support the increase in size and diversity of audiences.
- Develop and maintain efficient work processes to deliver programmes and content.

MCR/Parliament/Production Service Delivery

- Ensure RNZ delivery needs are met through the successful coordination of the Production, OB and MCR Teams.
- Operate studio and Outside Broadcast (OB) equipment to a high standard.
- Produce audio and multimedia programmes as required utilising RNZ systems.
- Liaise with Producers and Managers of Programming and Production areas, so as operational process implementation is carried out successfully.
- Organise and carry out operational production planning including special event coverage as required.
- Maintain excellent customer relationships with external entities as required (i.e. Parliament, external suppliers, venue management)
- Pro-actively manage staffing and rosters to ensure shifts are efficiently and effectively covered across all required areas.
- Build and maintain MCR and Production/audio engineering capability across the team

Other Services

Staff Leadership and development

- Ensure the RNZ Attitudes: Be Bold, Manaakitanga and Better Every day are modelled and form the basis of team development.
- Manage and lead the team to ensure it is empowered to deliver great work and make good decisions, working collaboratively across the Technology & Operations Group and the wider RNZ group.
- Ensure staff roles, responsibilities, goals and accountabilities are clearly defined and understood.
- Ensure regular performance reviews are conducted, providing ongoing feedback and performance plans.
- Foster diversity and inclusion, and deal with bad behaviour promptly and directly.
- Develop and manage sustainable leave plans for the team ensuring leave liability overall is within appropriate levels.
- Ensure all staff are familiar with and work to the RNZ's Editorial Policies and Organisational Policies.
- Take all practicable steps to ensure the health, safety and well-being of staff
- Create and maintain rosters that meet operational and staff development needs.

Organisational Culture and Strategy implementation

- Prioritise use of training opportunities across the Team.
- Act on opportunities to keep up with new technologies for self and staff.

- Robust project management methodologies are implemented to assist the successful completion of development projects.
- Change is well planned and introduced collaboratively.
- Develop staff for succession planning purposes.
- Participate in relevant data gathering for staff work satisfaction and engagement.
- Share internal data results and collaboratively identify and prioritise strategies to improve as appropriate.
- Monitor group health and safety compliance ensuring corrective actions are taken as required.
- Identify learning and training opportunities and implement strategies as appropriate for staff and self.

Financial Operations

Ensure Operations group’s financial operations are managed effectively in association with the Operations Manager and are within budget.

- Develop Operations plans.
- Support Operations Manager with budget plans and meeting budget requirements.
- Provide Operations Manager with robust production plans with appropriate recommendations as required.

Candidate Profile / Person Specification

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| Qualifications | <ul style="list-style-type: none"> • Relevant tertiary qualification (or working towards gaining relevant qualifications) in broadcast, communications, electronic, electrical engineering, music, or equivalent proven experience. |
| Knowledge & Experience | <ul style="list-style-type: none"> • Proven achievement and credibility as a senior audio / multimedia engineer and/or equivalent broadcast/content production experience who sets and achieves high professional standards. • Expertise and experience gained from working and operating within the media industry. • A passion for public broadcasting and strong interest in the creation of quality content for audiences. • Expertise in leadership and decision-making. • A high-level understanding of content management platforms, production systems and associated media broadcast technology. • Experience with a wide range of broadcasting and studio technologies and aptitude to keep abreast of emerging digital platforms. • Leadership experience, including team building skills, influencing others, creating a work environment that fosters commitment and collaboration with others outside the group and crisis management. • Supporting and developing content for multiple audiences. • Identifying and nurturing talent • Resolving complaints |

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| | <ul style="list-style-type: none"> • Successfully initiating and implementing change that improves quality and productivity |
| Skills | <p>The proven ability to:</p> <ul style="list-style-type: none"> • exercise sound judgment and act decisively. • think and act strategically. • apply an understanding of the media sector in NZ and stay across technology trends. • think flexibly and creatively with an ability to quickly grasp complex topics. • persist in achieving results by overcoming setbacks and obstacles. • stay calm & and level-headed in stressful or difficulty situations tolerate ambiguity. • The willingness to solicit and act on constructive feedback. |

Competencies

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