

Local Democracy Reporting Manager

Position Description

Date	September 2021
Location / Business Unit	News Administration (Auckland or Wellington)
Reporting to	RNZ Head of News
Direct Reports / Functional Relationships	Local Democracy Reporting Editor, LDR Host Newsrooms, LDR Media Partners, Local Democracy Reporters (LDRs), RNZ Head of News, RNZ Head of Content, NZ On Air Head of Journalism
Position Type	Editorial Executive / Team Leader

Role / position purpose

The LDR Manager constructively leads the development, administration and maintenance of Local Democracy Reporting. The role's purpose is to deliver a high-quality content service through effective coordination and communication, as well as the provision of editorial guidance, administrative support, and monitoring to ensure objectives are being met. Responsibility is likely to include some project management, recruitment, financial auditing, legal oversight and contract negotiation.

Objectives of the project

Content

- A content service of the highest quality and journalistic standards
- The rebuild or increased coverage of local institutions
- Original and comprehensive news about publicly-elected local bodies and officials which engages audiences, builds and diversifies audience demographics, with special focus in some regions on issues of interest to Maori, Pasifika and youth
- LDRs act as the community's "eyes and ears", enhancing public accountability and providing greater transparency
- News gathering is timely, well planned, reaching the right platforms at the right times, relevant to audiences, appealing and authoritative

Management

- RNZ effectively plays the role of 'honest broker', offering neutral and supportive guidance to achieve agreed objectives
- Proper and effective development, supervision and auditing of the service, including stakeholder management, service-level agreements, planning, monitoring and reporting

Position accountabilities - what you're responsible for

Editorial Management

- Work as the administrative manager of Local Democracy Reporting, including navigating contracting, and helping with the recruitment of LDRs
- Be on hand to provide advice, support and feedback to LDR employers / host newsrooms
- Monitor compliance with objectives and file regular reports as required by NZ On Air
- Develop and maintain multimedia content-sharing processes to distribute content
- Support LDR Editor to arrange and coordinate relevant training programmes for the LDRs
- Work with LDR Editor to develop and maintain reliable processes to speedily address legal issues and complaints over content
- Work with LDR Editor to develop and maintain a robust planning system for content
- Help develop and implement good planning and project management methodologies which allow open decision-making
- Be prepared to challenge existing approaches and come up with solutions

Relationship Management

- LDR objectives are understood and supported
- Key relationships inside and outside RNZ are nurtured and maintained, specifically with LDR host newsrooms / employers, LDRs and NZ On Air
- Difficult conversations are undertaken in a timely way and handled deftly
- Issues with staff are addressed quickly, appropriately and fairly
- An even-handed and collaborative approach is modelled at all times
- An honest and open "no surprises" status is maintained with RNZ Head of News and other senior colleagues internally and externally
- Timely feedback is provided on what's working or not working
- Plans and timeframes are proactively tweaked and changed

Leadership and Development

- LDRs successfully deliver on objectives and effectively collaborate with others in the service
- LDRs grow and maintain all relevant skills and expertise and these are well deployed
- LDRs are encouraged to innovate and take calculated risks, including outside their comfort zones or areas of expertise

Financial Operations

- Project budget is managed effectively and met
- Expenditure is actively monitored and corrective action is taken as required
- RNZ Head of News is provided with robust and timely advice relating to any financial risks

Candidate profile / person specification

Qualifications	Appropriate qualifications in journalism or equivalent experience
Knowledge & Experience	<ul style="list-style-type: none">• Experience as a senior news gatherer with an understanding of how news may be used across multiple platforms• Track record implementing strategies to reach audiences• Track record in planning, budgeting and expenditure control
Skills	<p>Personal skills – the ideal candidate will be able to:</p> <ul style="list-style-type: none">• Exercise sound news and people judgment and act decisively• Think and act strategically, e.g. organisational awareness• Apply an understanding of the NZ media sector and appreciate key market, consumer and technological trends• Persist in achieving results by effectively managing own time, overcoming obstacles and/or tolerating ambiguity• Willingness to be open and transparent e.g. disclose mistakes, act ethically, and engage in professional/personal development including seeking and acting on constructive feedback• Apply all legislative requirements, regulations, policies and procedures related to areas of responsibility and expertise• Willingness to understand and promote the value of diversity, including obligations under Te Tiriti of Waitangi• All written material is organised and convincing <p>Social skills – the ideal candidate will be able to:</p> <ul style="list-style-type: none">• Build loyalty, commitment, trust, pride• Influence others and create a respectful work environment fostering innovation and fun• Model collaboration within and outside the group

Competencies

Recruitment and staff development:

- Facilitate effective performance and make best use of abilities
- Conflict management (including inter-personal and working style differences)
- Identify and nurture talent

Clear, respectful and timely communication, including when:

- Resolving legal issues, complaints or concerns about news performance or the management of the service
- Implementing change that improves quality and productivity
- Responding to staff or colleague suggestions

Building and maintaining effective relationships, including:

- Minimising authority and maximising persuasion
- Intervening early and positively to improve the team's performance and attend to any wellbeing issues
- Representing the organisation positively and effectively
- Encouraging a free exchange of ideas

Leadership and teamwork:

- Motivates and excites people towards a shared vision
- Shares opportunities and develops leadership in others
- Encourages and harnesses creativity and innovation
- Sets and maintains cultural, ethical and behaviour standards

Strategic capability and management:

- Formulates clear and effective strategies and policies consistent with RNZ Charter
- Balances long, medium and short-term goals
- Analyses problems and can extract the core of an issue
- Acts through appropriate channels

Self-management:

- Seeks continuous improvement in areas of weakness as well as strength
- Approaches work with a sense of purpose and self-control
- Is accountable for their role and responsibilities
- Prioritises effectively, does what is important