

## Journalist

# Job Description

---

<b>Date</b>	November 2021
<b>Location / Business Unit</b>	Location flexible, RNZ Pacific
<b>Reporting to</b>	RNZ Pacific News Editor
<b>Position Type</b>	Permanent fulltime

### The role / 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 accountabilities – (Core Journalist responsibilities – Bands C, D & E)

- Research and write Pacific news stories, as well as general news (international and NZ) when required.
- Write clear, sharply-angled copy.
- Break news stories and 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.
- Read bulletins for RNZ Pacific and/or RNZ National as required.

- Provide audio material as required for a range of outlets, using relevant and up-to-date voice, editing and production skills.
- Provide programme outlets with advice, interviews, live input and back-grounding, as required.
- Provide suitable online content (copy, audio and visuals).
- Be responsible for developing our story-telling across both radio and digital, using the inherent strengths of each platform to engage audiences.
- Contribute to the content and curation of RNZ Pacific's online and social media outlets.
- Maintain a multi-media focus, making appropriate use of the written word, audio, photographs, video, graphics, links, user-generated-content and social media, eg Twitter where appropriate.
- Accomplish high quality work within deadlines and according to RNZ editorial policy and standards.
- Collaborate and maintain effective liaison with other parts of RNZ.
- Ensure any and all public representation maintains RNZ's reputation as independent, impartial and balanced.
- 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.

### **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**

- Ensure that stories are credible and relevant to news bulletins and programmes as well as company standards.
- Undertake in-depth and appropriately targeted research.
- Provide a range of material including pre-recorded interviews, voice reports and packages; stories are well written, edited and voiced; audio material is recorded, edited and produced to a high standard of quality.
- Keep up to date with Pacific news and current affairs
- Understand and apply RNZ's editorial policy and standards.
- Ensure any public representation builds on RNZ's reputation for independent, impartial and balanced journalism.
- Develop and maintain strong relationships with RNZ Pacific and RNZ newsroom staff, and work collaboratively.
- Ensure all work is produced to deadlines without compromising quality.
- Contribute to professional development of less experienced Journalists (Band 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)**

- Deputise as a duty editor, as required.
- Develop and maintain links with Pacific broadcasters and journalists and stringers.
- Contribute to the development of the style guide and editorial policy.
- Help to develop new bulletins and programmes that further meet audience needs.
- Cover and represent RNZ Pacific at newsworthy events here and in the Pacific.
- Contribute significantly to professional development of less experienced Journalists (Bands C & D), by providing guidance and advice (Senior is expected to have more advanced coaching skills).
- Role model RNZ's Organisational Behavioural Competencies & attitudes.

Senior Journalists will display a level of news judgement, and professional competency that requires minimal guidance. The role modelling of RNZ's 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

## Candidate profile / person specification

<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Tertiary journalism qualification or equivalent experience</li> <li>• Current valid drivers' licence essential</li> <li>• 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, Māori and Pacific Island language pronunciation skills</li> </ul>
<p><b>Essential Cultural Competencies</b></p>	<ul style="list-style-type: none"> <li>• Deep understanding of Pacific Region cultures, customs, political structures, contemporary and historical issues; and</li> <li>• Ability to communicate effectively in a Pacific Region language (other than English), multi-lingual ability is preferred</li> <li>• Demonstrates broad knowledge base of New Zealand and international current affairs, and their relation to the Pacific</li> </ul>
<p><b>Knowledge &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• An understanding and knowledge of, or proven interest in, Pacific regional and/or domestic affairs</li> <li>• Knowledge of and interest in New Zealand and International news and current affairs</li> <li>• Pacific language skills would be an advantage</li> <li>• Understanding of the role of a public services broadcaster including the requirement for impartial and balanced reporting</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of media law and its practical application and of broadcasting standards (ability to apply advanced and reliable knowledge at Band E)</li> <li>• Good news sense (developing news sense at Band C through to well developed at Band E)</li> <li>• Strong demonstrated initiative in news gathering and processing</li> <li>• Experience with digital media and preparing online content is desirable</li> <li>• Reporting experience in a media environment (significant reporting experience and editorial judgment to a level sufficient for senior rounds work at Band E)</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills</li> <li>• Strong interpersonal and communication skills</li> <li>• Able to establish, develop and maintain good contacts</li> <li>• Demonstrated ability to develop effective working relationships with a news team, other colleagues and external parties.</li> <li>• Effective networking with cultural and other community groups</li> <li>• News gathering / research skills</li> <li>• Well-developed analytical skills</li> <li>• Story initiation skills</li> <li>• Ability to identify, develop and complete most story assignments to specified level (*)</li> <li>• High level of initiative, originality, writing, processing and on-air skills (*)</li> <li>• Audio recording, editing and production techniques</li> <li>• Web publishing skills desirable</li> <li>• Typing/computer skills, as required</li> </ul> <p>(*) 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.</p> <p>Journalists, Band E, would be expected to display:</p> <ul style="list-style-type: none"> <li>• Advanced live-to-air skills and live question and answer skills</li> <li>• Ability to produce first-class packaging including audio, sound (colour) and voice</li> <li>• Leadership skills (refer following RNZ Organisational Competencies)</li> <li>• Planning and organisational skills sufficient to deputise for RNZ Pacific Deputy / News Editor</li> <li>• Ability to effectively coach others to develop their journalistic and broadcasting craft and news judgement</li> </ul>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Current valid drivers' licence essential</li> <li>• Enthusiastic and self-motivated</li> <li>• Quick thinking</li> <li>• Broadcast quality voice</li> <li>• Imagination and the aptitude for making a story sound interesting on-air</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to prioritise work, respond well under pressure and meet deadlines</li> <li>• Commitment to producing a consistently high standard of work</li> <li>• Collaborative team player</li> <li>• Recognises the value of cultural and community diversity</li> <li>• Quickly adapts to need for change, is flexible in approach</li> <li>• Able to use initiative and to adapt the changing priorities and demands of the newsroom</li> <li>• Willingness to expand own skills and knowledge base</li> <li>• Willing to do what's required in order to report on breaking stories including the ability to travel</li> </ul>
<p><b>Competencies</b></p>	<ul style="list-style-type: none"> <li>• Leadership and Teamwork</li> <li>• Strategic Capability</li> <li>• Managing Self</li> <li>• Outcome Driven</li> <li>• Management</li> <li>• Building and Maintaining Relationships</li> </ul>