

## Producer / Senior Producer (Backfill)

# Job Description

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<b>Date</b>	November 2021
<b>Location / Business Unit</b>	Auckland or Wellington, Radio
<b>Reporting to</b>	RNZ Content Director
<b>Position Type</b>	Permanent fulltime

### The role / position purpose

Create great stories and guest content for a variety of RNZ National programmes, contributing to our vision of providing a high quality, topical live experience for our audiences through strong story selection, research and angle generation, high production values, and meeting our audience needs on-line and on social media.

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

### Position accountabilities – what you're responsible for

- To contribute to the production of RNZ National's live day-part programming by providing a rich mix of entertainment, general interest "magazine", and news/current affairs programming.
- To work, as assigned, with all Radio programme teams to provide content creation and line production
- To initiate and develop story ideas.
- To pull together relevant research material, write accurate and attractive story introductions and question lines.
- 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.

- Organise the facilities and services necessary for live and pre-recorded interviews.
- 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 Radio New Zealand.
- 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.

### Organisational

- Be aware of and adhere to Radio New Zealand’s Editorial Policy standards.
- Contribute to the overall effectiveness of Radio New Zealand.
- Observe statutory requirements and Radio New Zealand 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

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A journalism or broadcast communications qualification.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• An understanding of live radio production and presentation.</li> <li>• Broadcast journalism experience preferred.</li> <li>• Wide general knowledge.</li> <li>• Some knowledge of music programming.</li> <li>• Excellent knowledge of local and regional affairs throughout New Zealand.</li> <li>• Strong command of English.</li> <li>• An understanding of online and social media requirements and opportunities.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven ability to produce “live” programmes of a consistently high quality, without assistance when required.</li> <li>• Excellent organisation and multi-tasking skills.</li> <li>• Proven news gathering and radio writing ability.</li> <li>• Audio editing skills.</li> <li>• Multi-media digital ability.</li> <li>• Ability to work as part of a team.</li> <li>• Excellent organisation, communications and interpersonal skills.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• The ability to express ideas clearly and persuasively.</li> <li>• A lateral thinker.</li> <li>• Ability to work under pressure.</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> </ul>

## Competencies

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