

Senior Producer

Job Description

Date	October 2021
Location / Business Unit	Checkpoint, News
Reporting to	Executive Editor, Multimedia Programmes
Direct Reports / Functional Relationships	N/A
Position Type	Permanent, full-time

The role / position purpose

Help create a vibrant, live experience on air and online which draws on a wider range of story-telling techniques including visual elements (stills, video, graphics and live to camera), live video streaming, strong writing, research and angle generation, the attraction of great talent and development of a social media audience and engagement with it. You will provide strong editing skills and be comfortable on-air and screen.

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

Position accountabilities – what you're responsible for (Core Production responsibilities – Bands D and E):

- *Producers in Band D are expected to carry out all the Core Production responsibilities. They may still require a degree of supervision and guidance with some responsibilities.*
- *Senior Producers will display a level of news judgement and professional competency that requires minimal guidance. The role modelling of RNZ Organisational Behavioural Competencies becomes critical with seniority.*

Editorial

- Work with the show's dedicated production team, the newsroom, digital and others across RNZ on editorial components for on-air and online, including initiating, selecting and developing story ideas.
- Ensure stories are or will be fit for all RNZ platforms including, visual pieces, interaction with the host, guests and audience (via social) and an emphasis on the live experience.
- Maintain acute understanding of story opportunities and developments across the spectrum that underline RNZ desire to tell its stories; from news, to sport, to human interest and life and culture pieces.
- Lead and develop fresh stories for multimedia.
- Keep up to date with both national and international news stories.
- Own responsibility for programme content and format as required.

Production (Broadcast and Web)

- Source great talent and provide strong and relevant material for the programme and online, adding depth to RNZ's journalism by including a range of voices.
- Break stories on-air and online, keeping in mind the elements identified above, including original storytelling, innovative angles, heads and questions.
- Appear on screen and on-air as required, sometimes hosting the programme.
- Work in both the field and the studio as required.
- Develop (not only) stories but ensure insight as to the meaning behind the stories.
- Make engaging video journalism with the resources on offer, i.e. the use of graphics, green room process shots.
- When required, capture video with a phone/camera.
- Produce material which works on-air, visually and online.
- Undertake the required planning and organisation to ensure all facilities and services necessary for live and pre-recorded interviews are available when required (e.g. phone numbers, location of talent, back up in case of problems, etc),
- Arrange live and pre-recorded audio and video-based interviews.
- Undertake and resolve digital editing, on air production and sound quality problems.
- Edit pre-recorded interviews, identify relevant video and audio cuts, including re-editing interviews when required.
- Produce high-quality written material which can be used online.
- Greet and prepare interview subjects appropriately, and where required conduct interviews in a professional manner.
- Maintain a diverse and relevant list of contacts for the programme and to break news stories.
- Handle listener and digital audience requests for information in a timely and professional manner.
- Produce related online content, appropriately enhanced and tailored to web audience. This includes helping to maintain and develop the show's social media presence, cutting audio, working with visual elements and writing web pieces for publication on radionz.co.nz.
- Liaise with the digital team and work as required on multimedia stories, including the use of the written word, audio, photographs, video, graphics, links, user-generated-content and social media, e.g. Twitter,
- Participate in the regular debriefs and reviews of the programme and its online presence, particularly with respect to its objectives and planning, and willingly implement changes as directed.

General

- Consistently meet the personal and social skills required in the ideal appointee specification.
- Ensure all work is produced to deadlines, without compromising quality.
- Develop and maintain strong relationships with all programme staff, and work collaboratively with the team.
- Work across other parts of News as required.

- Collaborate and maintain effective liaison across News and with other parts of RNZ.
- Participate in the regular debriefs and reviews of the programme, particularly with respect to the programme objectives and planning, and willingly implement changes as directed.
- Undertake training and development as directed.
- Ensure any public representation maintains RNZ standards and builds on its reputation for independent, impartial and balanced journalism.
- Other tasks and assignments as may be required.

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 health and safety policies and guidelines and complete responsibilities relating to the health and safety business plan.

Emergency Management / Lifeline Utility Role:

- Maintain broadcast and online 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 Policies, including the Editorial Policy, Social Media Policy, Dignity at Work Policy and Code of Conduct.
- Display a high level of initiative, effort, and commitment to RNZ as it seeks to achieve the aims of the Charter.
- 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.
- Shift work, as required.

Additional Responsibilities at D

- Contribute to the professional development of less experienced Producers (Band C) by providing guidelines and advice.

Additional Responsibilities at E

- Contribute significantly to the professional development of less experienced Producers (Bands C & D) providing guidelines and advice (Senior is expected to have more advanced coaching skills).
- Make editorial decisions regarding news value, style and taste.
- Apply extensive knowledge of media law appropriately.
- Role model RNZ's attitudes.

Management (E)

- Ensure the programme host and other team members are fully briefed and updated as required.
- Deputise for senior staff as required.

Candidate profile / person specification

Qualifications	<ul style="list-style-type: none"> • Tertiary journalism qualification or equivalent experience • Current valid drivers' licence essential • 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, Maori and Pacific Island language pronunciation skills
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge of and interest in New Zealand news and current affairs.

	<ul style="list-style-type: none"> • Understanding of the role of a public services broadcaster including the requirement for impartial and balanced reporting. • Knowledge of media law and its practical application and of broadcasting standards (<i>ability to apply advanced and reliable knowledge at Band E</i>) • Good news sense (<i>developing news sense at Band C through to well developed at Band E</i>) • Strong demonstrated initiative in news gathering and processing • Experience with digital media and preparing online content is desirable • Reporting experience in a media environment (<i>significant reporting experience and editorial judgment to a level sufficient for senior rounds work at Band E</i>) • Able to read and write phonetics, or development towards preferred.
<p>Skills</p>	<ul style="list-style-type: none"> • Strong interpersonal and communication skills • Able to establish, develop and maintain good contacts • Able to develop effective working relationships with a news team, other colleagues and external parties. • Effective networking with cultural and other community groups • News gathering / research skills • Well-developed analytical skills • Story initiation skills • Ability to identify, develop and complete most story assignments to specified level (*) • High level of initiative, originality, writing, processing and on-air skills (*) • Audio recording, editing and production techniques • The ability to produce high quality, engaging and creative written and visual content for our digital platforms • Web publishing skills desirable • Typing/computer skills, as required <p>(*) <i>Journalists, Band D, would be expected to be largely independent.</i></p> <p><i>Journalists, Band E, would be expected to display:</i></p> <ul style="list-style-type: none"> • Advanced live-to-air skills and live question and answer skills • Ability to produce first-class packaging including audio, sound (colour) and voice • Leadership skills (refer following RNZ Organisational Competencies) • Planning and organisational skills sufficient to deputise for Bureau Chief • Ability to effectively coach others to develop their journalistic and broadcasting craft and news judgement
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Collaborative team player, displaying core RNZ values in terms of attitude, behaviour and treatment of colleagues • Self-motivated • Quick thinking • Broadcast quality voice • Imagination and the aptitude for making a story sound interesting on-air and • Ability to work under pressure and meet deadlines • Commitment to producing a consistently high standard of work • Recognises the value of cultural and community diversity • Quickly adapts to need for change, is flexible in approach

- Able to use initiative and adapt the changing priorities and demands of the newsroom

Competencies

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