

## Producer

# Job Description

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| <b>Date</b>                     | January 2022                            |
| <b>Location / Business Unit</b> | Wellington, News                        |
| <b>Reporting to</b>             | Deputy Executive Editor, Morning Report |
| <b>Position Type</b>            | Full time, permanent                    |

### The role / position purpose

To contribute to the production of Morning Report by identifying stories, arranging talent, writing background notes and introductions and identifying angles that are informative and relevant. The role involves studio and digital production as required.

*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 (Core Journalist responsibilities – Bands C, D & E)

- Producers in Band C are expected to carry out all the Core Production responsibilities but are likely to require a significant degree of supervision and guidance with at least some of these responsibilities.
- 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 production team initiating, selecting and developing story ideas.
- Read in and monitor news flows, keeping up to date with both national and international news through all sources including contacts and social media.
- Assume responsibility for programme content and format as required.

### **Production (Broadcast and Web)**

- Source and assess interview subjects.
- Prepare relevant and well researched material that is written into accurate briefing notes, heads and stories with sharp, news focussed introductions and question lines.
- Produce material with good story angles and punchy headlines that are written to reflect the style of the programme.
- Edit pre-recorded interviews, identify relevant audio cuts and re-edit interviews when required.
- Maintain a diverse and relevant list of contacts for the programme.
- Be responsible for developing our story-telling across both radio and digital, using the inherent strengths of each platform to engage audiences.
- Maintain a multi-media focus, contributing to News' web and social media presence, as appropriate.

### **General**

- Ensure all work is produced to deadlines, without compromising quality.
- Have an excellent understanding of media law.
- 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 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 Policies, including the Editorial Policy, Social Media Policy, Dignity at Work Policy and Code of Conduct.
- Participate in promotions or awards which help promote RNZ's image and profile.
- 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.

### **Additional Responsibilities at D**

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

### Additional Responsibilities at E

- Contribute significantly to the professional development of less experienced Producers (Bands B, 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 Organisational Behavioural Competencies.

### Management (E)

- Ensure the Programme Editors are fully briefed and updated throughout each shift
- Deputise for Programme Editors or Executive Producer as required.

## Candidate profile / person specification

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| <b>Qualifications</b>   | <ul style="list-style-type: none"><li>• Tertiary journalism qualification in journalism or relevant area is preferred or substantial production experience.</li></ul>   |
| <b>Knowledge &amp; Experience</b><br>(requirements increase with seniority) | <p><b>Effective working knowledge of:</b></p> <ul style="list-style-type: none"><li>• National and international news and current affairs.</li><li>• Live production and presentation.</li><li>• Digital media and producing online content.</li><li>• New Zealand geography.</li><li>• RNZ style requirements and Editorial Policy, and media law.</li><li>• Broadcast journalism (desirable).</li></ul>   |
| <b>Skills</b>   | <ul style="list-style-type: none"><li>• Proven ability to produce “live” programmes of a consistently high quality.</li><li>• Ability to understand complex issues and convey this understanding in a concise and accurate way to our audience.</li><li>• Ability to recognise the merits of spot news, as well as be able to analyse complex issues.</li><li>• Live production skills, including microphone and recording techniques, and the ability to organise radio interviews.</li><li>• Audio editing skills.</li><li>• Field recording skills desirable.</li><li>• Web publishing skills desirable.</li><li>• Proven organisation and planning skills.</li><li>• Ability to communicate clearly and concisely with colleagues and superiors, as well as people externally.</li><li>• Excellent relationship management skills.</li><li>• Effective networking with business, political, community, cultural and other groups as required.</li></ul> |
| <b>Personal Attributes</b>  | <ul style="list-style-type: none"><li>• Ability to work under pressure and meet deadlines.</li><li>• The ability to express ideas clearly and persuasively.</li><li>• Be able and willing to work rotating shifts including early morning, afternoon / evening and overnight shifts.</li><li>• Able to perform reporting and processing duties to a good level.</li><li>• Commitment to producing a consistently high standard of product.</li></ul>  |

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|  | <ul style="list-style-type: none"><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>          |
| <b>Competencies<br/>(definitions available on request)</b> | <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> |