

Producer / Senior Producer (Backfill)

# Job Description

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<b>Date</b>	June 2022
<b>Location / Business Unit</b>	Auckland or Wellington, Radio
<b>Reporting to</b>	RNZ Content Director
<b>Position Type</b>	Permanent fulltime

## Te Tūranga - About the Role

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.*

## Te Mahi - About the job

- 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.

**Ōu Pūkenga - About You**

<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>Competencies</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>

*Personal Attributes:*

- The ability to express ideas clearly and persuasively.
  - A lateral thinker.
  - Ability to work under pressure.
  - Collaborative team player.
  - Recognises the value of cultural and community diversity.
- Quickly adapts to need for change, is flexible in approach.

# Te Ahurea - Our Culture

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## RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.



We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.



We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.



We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.

## Leadership Expectations

The Leadership Expectations outline what we expect our leaders to do. We have determined three critical capabilities that we need to focus on:

- Understand & Develop Self and Others
- Execute Strategy
- Lead Change & Uncertainty

At RNZ, we are all leaders in driving our culture and performance against our strategy.

 <p><b>I understand and develop myself and others</b></p>	 <p><b>I execute our strategy, with and through others</b></p>	 <p><b>I embrace and lead change</b></p>
<ul style="list-style-type: none"><li>• Understand my own development areas and actively work on them</li><li>• Create development plans for all my people</li><li>• Support your people to grow and develop by having regular and meaningful conversations</li><li>• Coach others and give feedback</li><li>• Have courageous conversations</li><li>• Lead with emotional intelligence</li></ul>	<ul style="list-style-type: none"><li>• Understand and communicate RNZ's strategic goals</li><li>• Create line of sight and set aligned team vision and goals</li><li>• Make decisions and empower my team to make decisions</li><li>• Operate with our target audience in mind</li><li>• Work collaboratively to achieve goals and resolve conflict</li></ul>	<ul style="list-style-type: none"><li>• Champion culture by role modelling the RNZ attitudes</li><li>• Understand and champion the case for change</li><li>• Communicate with others and bring people on the journey</li><li>• Support your people through change – building resilience and wellbeing of your teams</li><li>• Empower your people to try things, adapt and innovate</li><li>• Hold people to account</li><li>• Lead with a growth mindset</li></ul>