



Reporter, Checkpoint

Job Description

Date	March 2025
Location / Business Unit	Auckland, News, Checkpoint
Reporting to	Executive Producer, Checkpoint
Position Type	Permanent, Full-time

Te Tūranga - About the Role

You will 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 be brimming with ideas and have a thirst for breaking stories across platforms.

Te Mahi - About the job

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 and developing story ideas.
- Enhance RNZ's reputation for quality by ensuring RNZ standards are met in all work
- Be well briefed on stories of the day and contribute your own story ideas.
- Write clear, concise package scripts and web copy as required.
- Write clear notes and suggested question line for Checkpoint presenter when/if required.
- Contribute to the live Checkpoint format with in studio breaking news and traffic reports.
- Writing is to specific duration/length, well angled, written sharply capturing the main point of the story, includes context when appropriate, is grammatically correct (spelling and punctuation),
- Adhere to RNZ quality and editorial policies and meet deadlines.

Production (Broadcast and Web)

- Editing/processing of audio packages, clips and interviews is done in a timely manner producing compelling audio ready to go to air, of appropriate length and meeting appropriate standards.
- Interviews are well researched, accurate and include relevant perspectives to provide balance, and treat affected parties fairly.
- Interview notes are succinct but at the same time provide briefing material which detail the angle/point of the interview, the status of the story, key issues, the views of the interviewee and any potential problems.
- Background material such as annotated reports, news copy, relevant interviews is appended as necessary* Applies quality standards to all work maintaining RNZ's credibility and reputation

- Produce copy which requires minimal subbing
- Can be given stories under close deadline pressure
- Embracing/using new technology and ways of expanding our audience beyond radio by using the RNZ's web presence and in social media
- Produce related online content, appropriately enhanced and tailored to web audience for publication on rnz.co.nz and other platforms.
- Apply a sound understanding of media law.

General

- Support a positive work environment demonstrated by own constructive behaviour and engagement - participate, collaborate, be flexible and help and encourage others.
- Take responsibility and is accountable by making appropriate decisions; keeping editor and deputy editor informed and following clear directions appropriately.
- Collaborate and maintain effective liaison across News and with other parts of RNZ
- Recognise the importance of training and be available and engaged in development of skills
- 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 staff and work collaboratively.
- Work across other parts of news and digital as required.
- Undertake training and development as directed.
- Ensure any public representation maintains RNZ's standards and builds on its reputation for independent, impartial and balanced journalism.
- Other tasks and assignments as may be required.

Ōu Pūkenga - About You

<p>Qualifications</p>	<ul style="list-style-type: none"> • A tertiary qualification in journalism or relevant area is preferred or study towards this coupled with video production experience. • A general on-air pass at an RNZ audition which includes clear vocal delivery with non-distracting speech, good interpretative skill and satisfactory interviewing skills is desirable.
<p>Knowledge & Experience</p>	<p>Effective working knowledge of:</p> <ul style="list-style-type: none"> • National and international news and current affairs. • Live production – on-air, online and visually. • The convergence of aural and visual story-telling, e.g. using smart phones and digital recording techniques. • RNZ style requirements and Editorial Policy, and media law. <p>Previous experience</p> <ul style="list-style-type: none"> • As a journalist (essential) along with an ability to tell stories in a visual and written format. • Ability to produce strong written copy for online publication • On camera experience (desirable). • Producing “live” programmes of a consistently high quality. • Experience and ability in satisfying changing audience needs. • Experience and ability in working with teams in pressured situations with tight deadlines.

	<ul style="list-style-type: none"> • Experience and ability in networking with business, political, community, cultural and other groups as required. • Experience and ability being a collaborative team player. • Ability to recognise the value of cultural and community diversity.
<p>Skills</p>	<ul style="list-style-type: none"> • Organisation and planning including ability to work under pressure and meet deadlines. • Live production, including ability to organise streaming visual interviews. • Field recording skills. • Appearing on screen (desirable) or willingness to do so and learn the skills (essential). • Demonstrate a broad and considered approach to what is “news”. • Willingness to take and implement advice, particularly in areas of skill development. • Willingness and preparedness to experiment and change in ways that keep an audience first approach. • Display a high level of initiative, effort, and commitment to RNZ as it seeks to achieve the aims of the Charter. • A lateral thinker with ability to come up with fresh story ideas and angles. • A broadcast quality voice and a willingness to pronounce Maori. • 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, • Commitment to producing a consistently high standard of work in all elements of the job description. • Be able and willing to work shifts at times • A willingness to learn and adapt to changing circumstances is essential. • Ability to communicate clearly, concisely and persuasively with all colleagues and external contacts. • Relationship management skills including a collaborative approach with the news operation, the digital team and a wide variety of other content producers within RNZ.

Te Ahurea - Our Culture

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.