

Executive Producer, Afternoons

# Job Description

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<b>Date</b>	April 2025
<b>Location / Team</b>	Radio, Auckland
<b>Reporting to</b>	National Content Director
<b>Direct Reports or Functional Relationships (if needed)</b>	Afternoons producers Afternoons presenter, Lead Scheduler, News Readers, Back-up Presenters, Social Media Editor, News Editors
<b>Role Type</b>	Full-time / Permanent

## Te Tūranga - About the Role

Leading the RNZ National live listening Afternoons 1pm-4pm team; managing the content, style and standards for Afternoons; developing the digital presence of some of the show's stories.

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

## **Te Mahi - About the job**

- Manage the day-to-day production and presentation of weekday afternoon programming through leadership, direction and guidance of producers and presenters, working across the day from 8.30am to 4pm.
- Create a performance culture, where outstanding work is expected and celebrated, and team members work collegially, striving to be the best.
- Maintain clear documentation, workflows and consistent lines of communication with all relevant partners and stakeholders to effectively and efficiently keep the show on the road.
- Set goals and monitor progress against them both for individual staff and the programme.
- Ensure that RNZ Editorial Policies are always understood and adhered to. Enforce them as needed.
- Respond quickly and decisively to breaking news, getting significant developments to air as/when appropriate and directing a depth of coverage proportionate to the scale of the story.
- Direct rolling radio coverage in the event of a major developing news story that breaks during the afternoon.
- Identify and develop multi-media opportunities from the content created for Afternoons.
- Promptly refer up significant on-air incidents, outages, and complaints.
- Make sure all members of the production team are fully trained and capable of meeting the requirements of their roles. Arrange for training where needed.
- Be responsible for the pre-broadcast assessment of legal risks in programme content, liaising with the RNZ National Content Director as required.
- Manage the day-to-day operating budget for the programme, working within the parameters and policies set for the division.
- Be available on call for line production for any rolling news coverage requirements during off peak programmes.
- Promote a professional image of RNZ through all internal and external interactions.
- Undertake long-term planning for the programme format; implement changes to the programme as agreed with the RNZ National Content Director.
- 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
- Comply with the Health & Safety policies and guidelines and complete responsibilities relating to the Health & Safety Business Plan

### **Organisational:**

- Be aware of and adhere to Radio New Zealand's Editorial Policy standards

- Contribute to the overall effectiveness of Radio New Zealand
- Display a high level of initiative, effort, and commitment to Radio New Zealand as it seeks to achieve its strategic objectives and the aims of the Charter
- 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

<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Journalism degree or diploma - or equivalent (which may be achieved through relevant radio production experience)</li> <li>• The Executive Producer must be well read with excellent written and spoken communication skills and have a wide range of interests &amp; ideas</li> </ul>
<p><b>Knowledge &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• Leadership and people management experience</li> <li>• Wide general knowledge</li> <li>• Good knowledge of regional, national and international current affairs</li> <li>• Strong command of the English language</li> <li>• Practical understanding of RNZ's te reo Māori and Pacific Island pronunciation standards</li> <li>• Sound journalistic and/or research experience</li> <li>• A background in broadcasting</li> <li>• Budget management experience</li> <li>• Familiarity with radio research methodologies and outputs</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Outstanding interpersonal and relationship skills</li> <li>• Natural multi-tasker</li> <li>• Absorbs and responds calmly to stressful situations</li> <li>• Excellent organisational and communication skills</li> <li>• Digital recording and editing skills</li> <li>• Live radio production skills, including microphone and recording techniques</li> </ul>

	<ul style="list-style-type: none"><li>• Practical experience and understanding of News operational systems</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Collaborative team player</li><li>• Mature outlook</li><li>• A lateral thinker</li><li>• Ability to work well under pressure</li><li>• Recognition of the value of cultural and community diversity</li><li>• Commitment to achieving consistently high standards of output</li><li>• Quickly adapts to need for change, is flexible in approach</li></ul>

# Te Arurea - 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

Our Leadership Expectations outline how we expect our leaders to show up, leading their teams, creating an inclusive and constructive culture and enabling the delivery of our strategy. We have determined four critical capabilities that we need to focus on:

Connect to purpose and set direction	Drive performance and innovation	Engage and develop your team	Foster belonging and inclusion
<ul style="list-style-type: none"> <li>• Understand and communicate RNZ's charter &amp; strategic goals</li> <li>• Create a connected team purpose</li> <li>• Create line of sight. Set goals aligned to department and RNZ priorities</li> <li>• Support your team to achieve goals</li> <li>• Communicate consistently and often</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate your team's mahi with our audiences in mind</li> <li>• Support your team to work collaboratively to achieve goals</li> <li>• Leverage team expertise across RNZ</li> <li>• Encourage your people to try things, adapt and innovate</li> <li>• Enable your team to grow and challenge existing thinking and practices</li> </ul>	<ul style="list-style-type: none"> <li>• Have meaningful development conversations</li> <li>• Coach others and give feedback, be courageous</li> <li>• Prioritise learning and development opportunities</li> <li>• Influence and interact with others constructively</li> <li>• Resolve conflict and issues with empathy and accountability</li> <li>• Celebrate success</li> <li>• Prioritise resilience and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Champion the importance of RNZ initiatives that support us to represent and respect diverse communities in our content</li> <li>• Honour our Te Tiriti and Rautaki Māori commitments</li> <li>• Role model the RNZ attitudes</li> <li>• Facilitate your team to strengthen our constructive and inclusive culture</li> <li>• Foster an environment where people feel safe to be themselves and speak up</li> </ul>