

Bulletin Editor

Job Description

Date	November 2025
Location / Business Unit	News, Auckland or Wellington
Reporting to	Chief Bulletin Editor
Position Type	Casual

Te Tūranga - About the Role

To select stories, sub written copy and compile news bulletins which meet RNZ standards and editorial policy. As an independent and commercial-free public service broadcaster, RNZ's purpose is to serve the public interest.

Te Mahi - About the job

- Work with News Editor and Bureau Chief to identify, organise and prioritise stories for bulletins, monitoring and developing stories, as appropriate.
- Liaise with programmes to ensure the main stories are fully understood and ensure that matching stories in bulletins intelligently reflect these programmes.
- Sub bulletin copy to meet editorial standards and style.
- Maintain copy flow to presenters, defining bulletin structure, liaising with other bulletin staff to ensure copy flow and direction, taking responsibility for meeting audience needs.
- Maintain an overview of all major local, national and international news stories as they develop.
- Ensure all deadlines and requirements are met.

- Apply accepted legal conventions and tests in determining the acceptability of material for broadcasting.
- Collaborate and maintain effective liaison with other parts of Radio New Zealand.
- Undertake training and development as directed.
- Work as directed by Chief Bulletin Editor including other tasks and assignments as may be required from time to time.

Ōu Pūkenga - About You

Qualifications	• Tertiary qualification in Journalism or equivalent experience.
Knowledge & Experience	• Considerable subbing or reporting experience. • Advanced and reliable knowledge of media law and broadcasting standards. • Radio background an advantage, with a full understanding of radio and radio news production preferred and ultimately expected. • Wide knowledge of New Zealand and international current affairs. • Excellent command of English usage and grammar, with a wide vocabulary. • Sound editorial judgment.
Skills	• Excellent subbing skills with the ability to adopt a variety of styles. • Good communication skills. • Fast and accurate keyboard skills. • Proficiency in all newsroom computer programmes. • Good time and self-management skills. • Excellent writing skills. • Effective networking with cultural and other community groups.
Personal Attributes	• Collaborative team player, able to work as part of a team and to take a leading role as required. • Recognises the value of cultural and community diversity.

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- Quickly adapts to need for change, is flexible in approach.
 - A flexible approach to work.
 - Accuracy and attention to detail at all times, including when under pressure.
 - Committed to producing a consistently high standard of product.

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.