

Local Democracy Reporting Associate Editor

Job Description

Date	March 2026
Location / Team	Christchurch or Wellington, Local Democracy Reporting
Reporting to	Local Democracy Reporting Editor
Direct Reports or Functional Relationships	Local Democracy Reporting Editor Local Democracy Reporting Manager Local Editors and Reporters
Role Type	Part-time (0.5 FTE), Fixed-term until December 2026

Te Tūranga - About the Role

The Local Democracy Reporting (LDR) Associate Editor role provides essential support to the LDR Editor, ensuring the smooth operation and ongoing development of RNZ's Local Democracy network and programme.

This role involves providing day to day editorial and administrative support, monitoring story submissions for editorial quality and compliance, assisting with sub-editing, coordinating scheduling and communication across media partners, flagging stories of broader interest, managing corrections and monitoring story performance for reporting purposes.

Te Mahi - About the job

- Monitoring incoming story submissions, ensuring accuracy, balance, and compliance with RNZ editorial standards before they are distributed.
- Assistance with sub-editing tasks including reviewing headlines, captions, metadata, photos, and formatting for consistency and quality.
- Supporting the LDR Editor with story coordination, scheduling, and communication across the LDR network and media partners.
- Helping to track and record story performance, engagement, and partner usage for internal and external reporting.
- Liaising with local editors and reporters to share updates, gather feedback, and ensure effective workflow.
- Identify and flag any potential national themes or local stories of broader interest.
- Assisting with prompt correction management and follow-up with relevant partners.
- Providing general administrative and editorial support, including assisting with data collection, file management, and reporting documentation.
- Support the LDR Editor and LDR Manager in delivering RNZ's strategic and editorial goals.
- Model RNZ's values and attitudes in daily work.
- Foster inclusion, teamwork, and a shared purpose across the LDR network.

Ōu Pūkenga - About You

Qualifications	<ul style="list-style-type: none">• A tertiary qualification in journalism, communications, or a related field, or equivalent and relevant newsroom experience.
Knowledge & Experience	<ul style="list-style-type: none">• Ideally a minimum of 2 years' experience in journalism, sub-editing, or newsroom coordination.• Familiarity with multimedia journalism and digital publishing workflows.• Sound understanding of editorial standards and media law.• Experience working in a collaborative newsroom environment.
Skills	<ul style="list-style-type: none">• Excellent attention to detail and commitment to accuracy. Strong editorial and communication skills.• Proficiency with newsroom and publishing systems (INews, ENPS, CMS tools).• Sound news judgment and an awareness of local government and civic issues.

	<ul style="list-style-type: none">• Able to manage multiple small projects and deadlines efficiently.
Personal Attributes	<ul style="list-style-type: none">• Calm, organised, and adaptable under pressure.• A respectful, collaborative team player.• Commitment to the highest standards of fairness, impartiality, and integrity.• Understanding of the obligations under Te Tiriti o Waitangi• Recognises the value of cultural and community diversity

Te Arurea - 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.

