

Rosterer

Job Description

Date	July 2026
Location / Business Unit	Toitūtanga
Reporting to	Director Business Sustainability
Functional Relationships	Director Business Sustainability Lead Rosterer Te Ihu Waka Managers with rostered kaimahi Rostered kaimahi Payroll and People teams
Position Type	Part-time, permanent 0.6 FTE

Te Tūranga - About the Role

To provide support to the Director Business Sustainability; Lead Rosterer; Te Ihu Waka management with rostered kaimahi; and the Finance Team managers, coordinating and managing RNZ rosters, leave coordination, and other financial administrative and support services as may be required.

Te Mahi – About the job

Rosters

- Managing and coordinating RNZ rosters in collaboration with Lead Rosterer (Wellington based)
- Liaising with relevant managers and editors and other planning staff in order to efficiently staff the rosters
- Liaising with reporters and kaimahi on rosters where necessary
- Applies lateral thinking to solve problems and identify process improvements, while maintaining adaptability, accuracy, and a high level of attention to detail.

Business Support

- Support the Lead Rosterer on rostering functions
- Support the Director Business Sustainability with administrative tasks related to workforce, payroll reporting or team tasks
- Support and back-up Finance team on financial administrative tasks when required
- Leave: coordination of leave for roster purposes and leave planning, and liaison with Payroll where required
- Timesheets: support managers with timesheet queries and liaison with Payroll where required

Health & Safety

- Take responsibility for own health and safety and that of others
- Participate in any safety meetings etc as required by RNZ
- 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. This may involve your being temporarily relocated to another RNZ site if required, usually in a major city

Organisational

- To report on a regular basis to the Director Business Sustainability
- Be aware of and adhere to RNZ's Editorial Policy standards
- Contribute to the overall effectiveness of RNZ
- Collaborate and maintain effective liaison with other parts of RNZ
- Observe statutory requirements and RNZ 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

Qualifications	<ul style="list-style-type: none">• No formal qualification required, but a finance related qualification is desirable
Knowledge & Experience	<ul style="list-style-type: none">• Previous experience in financial administration, payroll and rostering desirable• Experience in coordination and logistical support• Excellent knowledge of Microsoft computer packages
Personal Attributes	<ul style="list-style-type: none">• Ability to remain calm under pressure• Quickly adapts to need for change, is flexible in approach• A cheerful disposition and a positive attitude• Endless patience, energy and enthusiasm• A willingness to go that extra distance• A customer satisfaction approach• Ability to interact positively with a very wide range of people• Excellent communication skills• Able to take the initiative in challenging situations• Collaborative team player• Recognition of the value of cultural and community diversity• Willingness to work flexible hours if required• Maintains strict confidentiality of all sensitive, personal, and organisational information.• Demonstrates respect for diverse cultures, identities, and perspectives

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.