

Producer, Afternoons

Job Description

Date	November 2026
Location / Business Unit	Auckland and Wellington, Radio
Reporting to	Executive Producer – Afternoon 1-4pm
Position Type	Full time, permanent

The role / position purpose

To contribute to the production of Afternoons by identifying stories, arranging talent, writing background notes and identifying angles that are informative and relevant to our audiences.

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

Position accountabilities - what you're responsible for

- To be part of the Afternoons production team focused on editorial components including initiating, selection and development of story ideas.
- Sourcing, assessing and arranging interviewees who can make a quality contribution to the programme.
- Preparing relevant and well researched material that is written into accurate stories with attractive introductions and question lines for Afternoons.
- To provide full support for the Executive Producer working on the show through to 5pm each day as part of the production roster.
- Be part of a producer rotate to write and line-produce Afternoons in a variety of roles – Line Produce, Long Form Content and Set Up Producer
- Prepare and present 'Pre-Panel' if required.
- Undertake the required planning and organisation to ensure that the facilities and services necessary for live and pre-recorded interviews are available when required.
- Be on-call for involvement in the Auckland Emergency Take-over plan, outside normal rostered hours.

- To studio produce the Afternoons programme as required.
- Contribute to strong focus on digital and social expansion for Afternoons. This will require support to 5pm and sometimes beyond, when major news is about.
- Deliver the stories and content for on-line, making appropriate use of images, video, graphics, data and audio.
- Use social media to engage audiences, distribute and promote our story telling.
- Ensure all work is produced to deadlines, without compromising quality.
- To plan and organise the facilities and services necessary for live and pre-recorded interviews.
- Handle listener requests for information
- Collaborate and maintain effective liaison with all programmes staff, News, Digital, and Music, along with other areas of RNZ.
- Other tasks and assignments as may be required from time to time.
- To participate in the regular debriefs and reviews of the programme, particularly with respect to the programme objectives and planning, and to willingly implement changes as directed.
- Ensure any public representation maintains Radio New Zealand standards and builds on its reputation for independent, impartial and balanced journalism.
- Undertake training and development as directed.

Health and 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.
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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 you being temporarily relocated to another RNZ site if required, usually in a major city.
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Organisational

- Be aware of and adhere to RNZ's Policies, including the Editorial Policy, Social Media Policy, Dignity at Work Policy and Code of Conduct.
- Participate in promotions or awards which help promote RNZ's image and profile.
- 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.

Candidate profile / person specification

Qualifications

- A tertiary qualification in journalism is essential – along with production experience.
- Hands on industry experience desirable.

Knowledge & Experience (requirements increase with seniority)	• Broadcast journalism qualification experience – understanding of NZ news and current affairs. • A sound understanding of live radio production and presentation. • A broad general knowledge, and excellent knowledge of New Zealand geography. • Knowledge of music artists and programming is desirable. Broadcast digital experience a must.
Skills	• Proven ability to produce “live” programmes of a consistently high quality and, if required, without assistance. • Strong news writer for radio • On-air potential • Advanced multi-media digital ability • Live production skills, including microphone and recording techniques. • Audio editing skills. • Field recording skills desirable. • Proven organisation and planning skills. • Proven written communication skills • Strong interpersonal skills and verbal communications skills • Excellent relationship management skills. • Effective networking with business, political, entertainment, cultural and other groups as required.
Personal Attributes	• Mature outlook. • A lateral and creative thinker. • Excellent communication and interpersonal skills. • Ability to work in a pressured environment and meet deadlines. • Ability to collaborate effectively with other team members. • Commitment to achieving consistently high standards of output. • Recognition of the value of cultural and community diversity. Quickly adapts to need for change, is flexible in approach.

Competencies

Leadership and Teamwork

- Helps make all team relationships work
- Works in a consultative and positive manner
- Manages disagreement in a constructive way, avoiding unpleasant confrontations
- Explains their reasoning so others can understand
- Accepts differences and looks for the positive

Strategic Capability

- Approaches each situation with a clear perception of limits and actual conditions in the context of their job and the organisation
- Makes connections between issues and allows flexibility in solutions
- Fulfils objectives communicated from the business plan
- Thinks creatively

Managing Self

- Adjusts rapidly to new situations
- Recognises responsibility for self-care in relation to health and safety and wellbeing
- Seeks, listens to and responds to feedback
- Balances different job responsibilities according to priorities, making progress in all areas
- Seeks help in a timely way
- Is accountable for their role and responsibilities
- Can be relied on
- Develops knowledge with sufficient depth for appropriate problem solving
- Applies intellect in a rigorous way
- Shows prudence and perspective in forming judgements, and flexibility in designing solutions
- Acts ethically

Outcome Driven

- Keeps current in specialist or technical areas
- Thinks laterally
- Is energetic, enthusiastic and positive about achieving goals and resolving issues within cost constraints
- Displays a high level of initiative, effort and commitment to RNZ and its Charter
- Continuously improves services
- Ensures that projects are completed in a timely manner and within budget

Management

- Encourages attitudes that support RNZ
- Holds and promotes an organisation-wide view
- Learns about parts of the organisation beyond own work experience
- Is positive towards change, wanting to build something new and better
- Uses efficient and cost-effective approaches

Building Relationships

- Demonstrates relationship building and communication skills
- Enlists the support of others to achieve RNZ's goals
- Can enter into intense discussion without personalising issues
- Is respectful in all forms of communication
- Moves from their own position if the weight of evidence is against it
- Represents the organisation positively and effectively
- Establishes and maintains positive working relationships with internal business units
- Achieves the group's objectives
- Takes account of circumstances when communicating with others

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.



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.

