

Senior Producer - Afternoons & The Panel

Job Description

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| Date | April 2024 |
| Location / Business Unit | Auckland or Wellington/Radio |
| Reporting to | Afternoons Executive Producer - RNZ National |
| Direct Reports / Functional Relationships | N/A/ |
| Position Type | Permanent, Full-time (40 hrs peer week). Bi-weekly roster, 9am-5pm & 11am -7pm. |

Te Tūranga - About the Role

To generate great stories and guest content for Afternoons & The Panel, delivering a vibrant, live experience for our audiences through strong research and angle generation, and the extension of our audience connection through on-line and social media.

Te Mahi - About the job

As an independent, commercial-free public service broadcaster, Radio New Zealand's purpose is to serve the public interest.

Position Responsibilities:

- To generate strong news and human interest magazine stories, plus feature interviews for Afternoons 1pm to 4pm and The Panel 6pm to 7pm from both around New Zealand and around the world, in line with the programme strategy.
- To find and book high quality guests including booking panellists along with the other producers.

- Compile relevant research material, write accurate and attractive introductions and question lines, write comprehensive background notes and write programme promos and rundowns as necessary.
- To contribute to the delivery of a vibrant, live radio programme, as well as growing our audience on-line and through social media.
- Deliver the stories and content for on-line, making appropriate use of images, video, graphics, data and audio.
- Produce both recorded and live parts of programmes, this includes audio recording and editing.
- Share the workload with on-air line production of both programmes.
- Book studios, lines and make any other arrangements necessary for either live or pre-recorded interviews.
- Collaborate and maintain effective liaison with News, Digital, and Music, along with other areas of RNZ.
- Handle listener requests for information or copies of interviews.
- Take part in constant review of programme objectives and their achievement, making adjustments where necessary.
- Contribute to long and short-term programme planning; implement changes to the programme as directed.
- Contribute to the establishment of effective administration systems to support programme planning and management.
- Promote a professional and positive image of RNZ and the programme through all internal and external interactions.
- Undertake training and development as directed.
- Be available on call for line production for any rolling news coverage requirements during off peak programmes.
- Other tasks and assignments as may be required from time to time.

Health and Safety:

- Comply with the Health & Safety policies and guidelines and complete responsibilities relating to the Health & Safety Business Plan
- Show commitment to health and safety within the team(s), especially leading by example:
- Work in a safe manner and follow all safety procedures at all times
- Use protective/safety equipment wherever provided
- Report hazards, incidents and work related injuries/accidents promptly to manager
- Participate in any safety meetings etc as required by Radio New Zealand

Organisational:

- Be aware of and adhere to RNZ's Editorial Policy standards
- Contribute to the overall effectiveness 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

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| Qualifications | <ul style="list-style-type: none">• Journalism degree or diploma - or equivalent relevant radio production experience |
| Knowledge & Experience | <ul style="list-style-type: none">• Well read with excellent written and spoken communication skills and a wide range of interests & ideas.• Proven seasoned track record as a radio/news broadcast journalist over many years.• Wide general knowledge.• Good knowledge of regional, national and international current affairs.• Knowledge of music and the arts community.• Strong command of the English language.• Practical understanding of RNZ's te reo Maori and pacific island pronunciation standards.• Sound journalistic and/or research experience.• Existing knowledge and experience and a commitment to giving effect to Te Tiriti o Waitangi and tikanga. |
| Skills | <ul style="list-style-type: none">• Live radio production skills.• Proven ability to work fast to meet the daily deadlines.• Strong social/digital writing & publishing track record.• Excellent organisational skills.• Practical experience and understanding of Radio operational systems.• Strong networking ability.• Practical experience and understanding of Radio operational systems.• Digital recording and editing skills.• Word processing skills. |
| Personal Attributes | <ul style="list-style-type: none">• Collaborative respectful and effective team player, with excellent communication and interpersonal skills.• Motivates, excites other people and contributes to an environment where people can have fun.• Lateral thinker with sound problem solving, who also encourages creativity and innovation in others, and harnesses these.• Quickly adapts to need for change, is flexible in approach with ability to work well under pressure and at speed.• Understands and promotes the value of diversity, acts as a role model for others, listening and showing consideration for their viewpoints. |

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.

Leadership Expectations

The Leadership Expectations outline what we expect our leaders to do. We have determined three critical capabilities that we need to focus on:

- Understand & Develop Self and Others
- Execute Strategy
- Lead Change & Uncertainty

At RNZ, we are all leaders in driving our culture and performance against our strategy.

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|  <p>I understand and develop myself and others</p> |  <p>I execute our strategy, with and through others</p> |  <p>I embrace and lead change</p> |
| <ul style="list-style-type: none">• Understand my own development areas and actively work on them• Create development plans for all my people• Support your people to grow and develop by having regular and meaningful conversations• Coach others and give feedback• Have courageous conversations• Lead with emotional intelligence | <ul style="list-style-type: none">• Understand and communicate RNZ's strategic goals• Create line of sight and set aligned team vision and goals• Make decisions and empower my team to make decisions• Operate with our target audience in mind• Work collaboratively to achieve goals and resolve conflict | <ul style="list-style-type: none">• Champion culture by role modelling the RNZ attitudes• Understand and champion the case for change• Communicate with others and bring people on the journey• Support your people through change – building resilience and wellbeing of your teams• Empower your people to try things, adapt and innovate• Hold people to account• Lead with a growth mindset |