

Job Description

6 August 25



Executive Producer Audio & Language Content

Reports to: Program Manager, Audio & Language Content

Direct reports to this position: N/A

SBS Values, Vision and Purpose

The Executive Producer is responsible for undertaking their work in a way that reflects SBS's Charter, Vision and Values and complies with relevant SBS policies, procedures and practices. At SBS, we expect you to be audience obsessed, be bold and brave, embrace difference, participate fully and ensure that we look out for one another. We are all working together to fulfil SBS's purpose and create a more cohesive society.

Division Purpose – Audio & Language Content

SBS is the most multilingual public broadcaster in the world. With 68 language services, we deliver news, information and entertainment to the 4.87m people in Australia who speak a language other than English at home (ABS Census 2016).

Role Purpose

The Executive Producer is responsible for developing and delivering the editorial strategy for the relevant language group. This includes the production and delivery of distinctive and innovative multi-platform content for the relevant language program. The content will be consistent with SBS Codes of Practice, Editorial Guidelines, established editorial strategy and other relevant standards and formats.



The Executive Producer is also responsible for the effective use of budget, casual staff and other resources allocated to the program.

As a senior member of the SBS Audio team, the Executive Producer is responsible for undertaking their work in a way that reflects SBS's Charter, Vision and Values, fosters a positive and proactive work environment, and complies with SBS's policies, procedures and practices.



Main Responsibilities

Journalism and Content Production

- Undertake a range of journalism and content production tasks to provide multiplatform content, including:
 - identify and develop SBS Radio exclusive stories and amplify these stories with the help of ALC Online, Content and Marketing teams across all SBS content platforms
 - plan, prepare, assess, research, write, produce, sub-edit, translate and/or script audio content for presentation, including (but not limited to) international, national, homeland and local news, current affairs and other relevant content as required
 - generate, develop and foster content ideas for the relevant platform and language audience
 - establish, develop and maintain appropriate contact with correspondents (stringers and contributors) and other relevant stakeholders
 - develop and co-ordinate the work of casual staff

Broadcasting and Online Delivery

- Present audio content on-air (radio) (including carry out live interviews, talk-backs, other live coverage and outside broadcasts) and use/operate relevant on-air systems and equipment.
- Ensure all relevant content scheduled is broadcast and uploaded as required, including promos, advertising and information campaigns and/or sponsorship announcements, in accordance with SBS Codes of Practice and Editorial Guidelines and other relevant policies.
- Prepare, write/source/edit and upload multiplatform content, text and pictures online, and maintain relevant language website (including updating and removing outdated content when appropriate) in accordance with the relevant online standards.
- In collaboration with the Program Manager, evaluate the program's content to ensure quality and compliance with editorial standards, and implement corrective actions when required.
- Proficiency in English and **Hebrew**, both written and spoken, including clear broadcast delivery. (Candidates will be required to undergo a language assessment to demonstrate their proficiency in the **Hebrew language**.)

Administration and Training

- Prepare, maintain and archive documentation associated with content production and delivery as required, and undertake other administrative tasks (including meetings, emails, correspondence, etc) associated with content production and delivery.
- Respond to online, email and telephone feedback from listeners and refer upwards for action as necessary.
- Undertake professional development and training as required; initiate and participate in the professional development and training of team members or casual staff as required.
- Roster casual staff, check contributor/stringer contracts and approve payments, in collaboration with Business Affairs (including Administration).
- Participate in the recruitment, selection and training of casual employees.



- Engage in clear and open communication and uphold SBS values at all times.

Key Capability		
Capability	Level	Behaviour
<u>Collaboration</u>	Self	<ul style="list-style-type: none">• Displays a genuine intention to work co-operatively with others• Offers to help others achieve common goals• Makes an effort to understand the goals of others• Shares all relevant or useful information
<u>Innovation</u>	Self	<ul style="list-style-type: none">• Generates original solutions to problems• Contributes to creative thinking and ideas• Makes suggestions to refine current processes and procedures to create optimum efficiency• Participates in the implementation of new processes and procedures that improve current performance
<u>Learning Orientation</u>	Self	<ul style="list-style-type: none">• Takes part in organised learning and development opportunities• Recognises ideas that are similar to their own• Readily assimilates new information• Benefits from information and structured approaches to learning• Learns affectively from own experiences, both positive and negative• Seeks feedback on own performance
<u>Relationship Building</u>	Self	<ul style="list-style-type: none">• Establishes a connection with others• Builds friendly, warm relationships that are mutually beneficial• Maintains ongoing relationships that are mutually beneficial• Shares relevant information with others• Recognises the value of building and maintaining relationships• Helps others achieve common goals• Openly communicates with others
<u>Results Focus</u>	Self	<ul style="list-style-type: none">• Drives to meet objectives and standards• Identifies alternative possibilities when faced with obstacles• Stays focused on tasks that require considerable effort• Completes tasks within designated timeframe despite obstacles• Perseveres with routine and repetitive tasks without sacrificing quality or excellence

Workplace Health & Safety

Special Broadcasting Service

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- In relation to Work Health & Safety, you must comply with your safety responsibilities as detailed in relevant Acts, Regulations, Standards, Codes of Practice and the SBS Safety Management System (SMS)
- Comply with Work Health and Safety Regulations and responsibilities
- Ensure employees and clients are :
 - made aware of their WH&S responsibilities
 - have received adequate safety induction and other WH&S information, instruction and training to enable them to conduct their work safely
 - follow safe work practices