

# Job Description

October 2025



## Digital Sub-Editor News and Current Affairs

**Reports to:** News Editor, Deputy News Editor or delegate  
**Level 3**

**Direct reports to this position:** Casual sub-editors

### SBS Values, Vision and Purpose

The *Digital Sub-Editor* 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 – Division Name

The principal purpose of SBS News and Current Affairs is to provide the most accurate, balanced and detailed coverage of international and major domestic news across all platforms. It is our role to deliver depth and analysis to help our audiences understand often complex issues. Also key is to showcase stories from within our many communities that reflect constructively on multiculturalism & Indigenous affairs.

### Role Purpose

This role is responsible for working closely with the News Editor, Deputy News Editor, Sub-editors and Digital Editors to sub-edit a range of news, current affairs and social content to a high standard, upholding SBS

#### Special Broadcasting Service

14 Herbert Street, Artarmon NSW 2064 Australia [sbs.com.au](http://sbs.com.au)  
Tel: +61 2 9430 2828

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values and ensuring balance and clear communication with our audience. This role upholds the written quality of SBS News and Current affairs content, and consistency in style across news brands and platforms. Flawless grammatical skills are key and a demonstrable understanding and passion for news and current affairs is essential. An excellent understanding of SEO and optimising content for web, app and third-party platforms via an understanding of what content resonates with audience and where, is part of this role.

## **Main Responsibilities**

### ***Main tasks of the role***

#### **Sub-edit content for digital output:**

Undertake sub-editing duties. To achieve this, the successful candidate will:

- Keep abreast of international and national news stories and context, and contribute to content and coverage plans which reflect the SBS Charter and our unique identity
- Prepare content ready for publishing across SBS News digital output in a timely manner
- Sub-edit, amend and publish copy as from SBS News digital journalists, cross platform journalists and reporters, social and video producers
- Sub-edit across different News and Current Affairs brands, adapting to different tones and styles for copy including video, social posts, graphic explainers and data visualisations
- Ensure balance and factual correctness of content and clear communication of complex information which includes quality control regarding research and sources in stories, communicate with journalists to make additions or changes, or conduct further fact checks where appropriate.
- Demonstrate a consistently high level of editorial judgement, and approach sub-editing of stories to improve their readability and clarity for audiences, focusing on improving the work
- Stay across all sub-editing duties, ensure correct spelling, grammar and syntax, and maintain consistency of house style, ensuring copy adheres to SBS Codes and Guidelines This includes a thorough understanding of media law, SBS Charter and SBS Codes of Practice, and liaising with Legal and Codes team when required and upwardly refer content when appropriate.
- Uphold inclusive and clear language in content
- Contribute to the management of the digital style guide, upwardly refer items when relevant and provide communications to teams on style guide updates
- Assist with copy changes related to complaints or corrections, follow and maintain takedown and correction procedures, liaise with Audience Relations to make timely and appropriate amendments in line with editorial policy
- Contribute to improving production standards and techniques within articles and train others on best practice article production
- Optimise content for online audiences: develop engaging headlines engineered for SEO performance, ensure tagging and back-end SEO optimising is complete; optimise abstracts, key points, photos and captions; check and optimise visual features including data visualisation and graphics; add or check video and audio embeds
- Provide constructive feedback to journalists including storytelling and clarity, article engineering and content performance
- Develop and maintain a strong working knowledge of CMS operations and best practice to publish content to the SBS News site
- Contribute to the broader team, with pitch and story ideas in meetings and in communications with journalists and editors
- This role involves subbing stories that cover distressing topics, and feature distressing content related to local and international news, and examinations of social issues



### **Digital Skills**

- Contribute towards content discovery, reader engagement and engagement by working with senior staff and journalists to create headlines, content and article layouts that are engaging for audiences and distinctively SBS.
- Use available analytics review content performance and bring forward ideas to improve content; contribute to team-wide KPIs
- Be fully across content management systems and digital publishing, placing and optimising visual assets in articles
- Have thorough knowledge of SEO techniques

### **Administration, Training and Teamwork**

- Contribute and embody inclusivity and maintain a positive team and working environment
- Undertake Production responsibilities, professional development and training as required
- Engage in clear and open communication with team members, upholding SBS values, adhering to SBS Codes of Practice, Editorial Guidelines, NACA Style Guidelines

### **Minimum requirements of the role (Insert e.g. years of experience; specialist qualifications/skills)**

- University degree in Journalism or similar (eg. English)
- 5+ years digital journalism or similar, demonstratable experience

### **Financial accountability (Provide the budget/amount responsible for)**

\$0

### **Key relationships with other roles and external stakeholders**

- News Editor, Deputy News Editor, Features Editor, Deputy Features Editor
- Site Editors and Digital Journalists
- Video Lead, Video/Social Supervising Producer, Social Media Lead and Social Producer
- Digital Current Affairs Lead, Digi CAFF staff, other News and Current Affairs staff

Key Capability		
Capability	Level	Behaviour
<u>Collaboration</u>	Self	<ul style="list-style-type: none"><li>• Displays a genuine intention to work co-operatively with others</li><li>• Offers to help others achieve common goals</li><li>• Makes an effort to understand the goals of others</li><li>• Shares all relevant or useful information</li></ul>



<u>Communication</u>	Self	<ul style="list-style-type: none"><li>• Uses appropriate grammar</li><li>• Uses appropriate vocabulary</li><li>• Uses a suitable tone</li><li>• Speaks at a suitable pace</li><li>• Speaks clearly using minimal language</li><li>• Changes language to suit audience</li><li>• Provides full responses to questions</li><li>• Provides accurate responses to questions</li></ul>
<u>Decision Making</u>	Self	<ul style="list-style-type: none"><li>• Makes decisions in situations that are well defined</li><li>• Makes decisions that impact own area of responsibility</li><li>• Weighs up alternatives according to their likely impact</li><li>• Weighs up alternatives according to their likely impact on others</li><li>• Makes decisions in a timeframe appropriate to the work goal</li><li>• Readily makes decisions when faced with unfamiliar circumstances</li></ul>
<u>Interpersonal Sensitivity</u>	Self	<ul style="list-style-type: none"><li>• Is attentive towards others and seeks to understand the viewpoint of others (in terms of perspectives, attitudes, interests and position)</li><li>• Recognises the needs and motivations of others</li><li>• Is sensitive to verbal cues in one-on-one interactions</li><li>• Is sensitive to non-verbal cues in one-on-one interactions</li><li>• Understands implicit and explicit emotions</li><li>• Is respectful towards others &amp; provides a reassuring presence</li></ul>
<u>Planning and Organising</u>	Self	<ul style="list-style-type: none"><li>• Plans and prioritises own tasks and activities</li><li>• Establishes short-term plans</li><li>• Organises resources and activities to meet short-term plans</li><li>• Recognises the need for deadlines</li><li>• Meets established deadlines</li></ul>
<u>Relationship Building</u>	Function	<ul style="list-style-type: none"><li>• Establishes a connection with others</li><li>• Builds friendly, warm relationships that are mutually beneficial</li><li>• Maintains ongoing relationships that are mutually beneficial</li><li>• Shares relevant information with others</li><li>• Recognises the value of building and maintaining relationships</li><li>• Helps others achieve common goals</li><li>• Openly communicates with others</li></ul>

## Workplace Health & Safety



- Effectively promote and manage the work health and safety arrangements for the team as prescribed by the Health & Safety Management Arrangements.
  - Work Health & Safety Act (Cth) 2011
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  - National Standard for Manual Tasks 2007
  - National Code of Practice for the Prevention of Musculoskeletal Disorders Caused From Performing Manual Tasks
- Ensure employees 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
- Ensure the physical safety of the workplace under your control by:
  - ensuring regular workplace inspections are scheduled and conducted, involve the relevant HSR and recommendations made are actioned in a timely manner
  - ensuring compliance with the relevant standards and legislation in relation to purchase and provision of accommodation, furniture and equipment
  - identifying changes in the workplace/processes that may affect safety and ensuring that any associated risks are identified, assessed and controlled
  - verifying the effectiveness of control measures at appropriate intervals including monitoring compliance with safe operating procedures, site induction requirements and Permits to Work; and
- Ensure all WH&S reporting is accurately completed and submitted within specified timeframes and any follow up actions are completed
- Support/implement early intervention strategies and return to work programs.