Senior Producer
Audio & Language Content

Reports to: Executive Producer, Audio & Language Content

Direct reports to this position: N/A

SBS Values, Vision and Purpose

The Senior 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 linguistically comprehensive public broadcaster in the world. With 60 plus language services, we deliver news, information and entertainment and inspire social cohesion by connecting communities through multilingual conversations, helping everyone feel at home in Australia.

Role Purpose

The Senior Producer is responsible for 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 Senior Producer is also responsible for assisting the Executive Producer to uphold the editorial vision of the program, monitoring and sub-editing to ensure that multiplatform content produced by

the relevant team complies with our Codes. When required, the Senior Producer may also provide support to and/or temporarily act as the Executive Producer for the relevant language program.

As a senior member of a team, the Senior 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:
  - plan, prepare, assess, research, write, produce, sub-edit, translate and/or script multiplatform content for presentation including (but not limited to) international, national, homeland and local news, current affairs and other relevant content as required.
  - with local and interstate colleagues and management, generate, develop and foster creative ideas for program content for the relevant platform(s) and language audience.
  - establish, develop and maintain appropriate contact with correspondents (stringers and contributors) and other relevant stakeholders.
- Assist the Executive Producer with sub-editing, monitoring and ensuring the program's compliance with editorial standards.
- Co-ordinate work of others such as casuals & contributors as required.

Broadcasting and Online Delivery

- Present audio content across various platforms (including carry out live interviews, talk-backs and other live coverage where relevant) 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.
- As required, prepare, write/source/edit and upload multiplatform content, text and pictures online, and maintain relevant language website (including updating and removing out dated content when appropriate) in accordance with the relevant online standards.
- Availability for and ability to work rostered shifts.
- Proficiency in English and in **[Samoan],** both written and spoken including clear broadcast delivery. (Candidates will be required to undergo a language assessment to demonstrate their proficiency in **[Samoan]**.)

Administration, Training and Teamwork

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

		Key Capability
Capability	**Level**	**Behaviour**
Coaching	Self	• Is self-aware and understands own barriers to learning • Shows willingness to overcome personal challenges to learning • Improves performance by applying new skills • Seeks regular feedback • Identifies performance barriers in peers • Applies active listening with patience and openness • Knows when and how to use open and closed questions • Exhibits a coaching style when working with others
Collaboration	Self	• 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
Innovation	Self	• 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
Learning Orientation	Self	• 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
Relationship Building	Self	• 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
Results Focus	Self	• 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

- 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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    - WHS Hazardous Manual Tasks Code of Practice 2015
    - Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015
- 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.