

Job Description

31 Dec 2025



Audio Journalist – Level 3 News and Current Affairs

Remuneration: Level 3

Reports to: Audio Team Lead or delegate

Direct reports to this position: Up to two

SBS Values, Vision and Purpose

The Audio Journalist 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 – SBS News and Current Affairs

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

The purpose of this role to pitch, write, voice and produce Audio content for digital platforms, including the SBS News website and app, and third party platforms, including Spotify, Apple Podcasts, You Tube; as well as for language teams to translate and distribute to SBS in-language



audiences. The role operates within the broader News and Current Affairs Digital teams, conducts newsgathering and creates content with reference to SBS's Charter, SBS's news standing as one of the most trusted news services in Australia, and with adherence to balance, impartiality and high editorial standards.

The role is undertaken with some autonomy, pitching and producing a range of stories encompassing more complex topics and issues, and on weekends takes the lead on news coverage.

This is a rostered role, and may work a combination of early mornings, evenings, day shifts and weekends, as matching news production and output requirements.

Main Responsibilities

Main tasks of the role

Journalism and Content Production

This role is rostered into desk editor and a range of audio journalist/reader shifts.

In Desk Editor shifts, main tasks will include

- Monitor news and trending stories via wires, agency feeds, podcasts/radio bulletins, social feeds, google trends and news channels and identify relevant stories to action
- Select and produce the most relevant news stories from agency and SBS sources for SBS News audio bulletins (for direct publish to audiences and for internal use by ALC), re-writing agency content and crafting stories and bulletins for a curious audience seeking greater understanding, in line with SBS Editorial Guidelines and Code of Practice
- Assigning stories to be written by Audio Journalists/Readers for the bulletin, referring up to the Audio Supervising Producer / Audio Lead when relevant, and taking the lead on bulletin lineup, production and editorial standards on weekends
- Ensure that the ALC teams are provided with timely coverage of major news, current affairs and other stories which reflect the SBS Charter. This includes providing breaking news to language groups on air.
- Files breaking news for Audio, under the direction of senior staff, or taking the lead in operating breaking news when rostered as the most senior Audio staff on deck, following breaking news protocols
- Sub-edit news stories as required

In Audio Journalist, Feature and Reader shifts, main tasks will include



- Pitch, write, voice and produce English-language news, explainers and feature content for ALC and English-language podcasts, including audio news bulletins and in-depth feature podcasts – under the direction of the Audio Lead / Supervising Producers
- Actively pitch stories and angles, for bulletins and in-depth podcasts; conduct rigorous newsgathering with special attention to fact checking, balance and impartiality in writing and expression
- Read news bulletins and podcasts to a high standard with clear and accessible presentation

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Across all shifts, tasks will include:

- Actively participates in Audio, NACA Digital and broader NACA pitch and editorial meetings
- Identify key news stories and pitch ideas that provide audiences greater understanding, lean into audience curiosity and align with SBS's distinctiveness
- Produce news stories with the audience in mind, making bulletins and audio stories accessible and engaging to a broad audience, breaking down national and international news in a way people can best understand how this impacts them
- Sub-edit stories when required, adhering to high editorial standards, the SBS Style Guide, Digital Style Guide, Pronunciation Guide and SBS Codes and Guidelines
- Be thoroughly across international and national news stories and issues, with strong skills in navigating complex editorial topics
- Provides guidance to less experienced journalists at times, and helps them develop editorial and audio production skills
- Positively collaborate with News Digital, Digital Video/Social, World News, ALC and NITV teams on stories, sharing content and information to assist others' newsgathering
- Use data analytics to help inform pitches, angles and approaches to stories; contribute to NACA Audio KPIs
- Stay on top of audio news trends and contribute to the continued evolution of SBS News audio products, bringing forward ideas
- Ability to pitch, present and produce news content series, developed and produced in conjunction with senior staff
- Developed audio editing skills
- Ensure SBS News podcasts are produced with due attention to high production values, that sound distinctive within the digital audio marketplace.
- Contribute news coverage to other platforms as required, such as writing articles or contributing to digital video stories as relevant
- Ensure adherence to SBS Editorial Guidelines with a commitment to accuracy, balance and impartiality; Codes of Practice, Purposes & Values and Staff Rules.
- Ensure output enhances the distinctive content of SBS, corresponds to SBS News and Current Affairs digital strategy, SBS corporate strategy, the SBS Charter and identity

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- Act up in more senior roles as required

Digital Delivery

- Contribute towards the achievement of SBS Corporate strategy and team and divisional goals
- Write, produce and present content in English for the various digital platforms for which SBS News is available.
- Participate in digital strategy, planning, monitoring, evaluation and other activities as required, particularly in generating ideas for future digital concepts and podcasting.
- Produce and publish audio content via editing systems and CMS
- Ensure all content is optimised for performance per platform platforms according to SBS News best practice, such as crafting headlines and descriptions with the audience in mind, search engine optimisation (SEO), tagging, liaising with the News Digital team to embed relevant podcasts, and other best practice as appropriate
- Consider distribution and the way the audience will receive content throughout the pitching and production process
- Use data/ analytics to review content performance and utilise these insights pitching, producing and publishing

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Core skills:

- Strong writing skills with ability to craft clean copy with solid attention to detail, grammar, impartial and clear language
- Developed editorial skills with good general knowledge international and national affairs
- Ability to work to news deadlines, including creating stories for fast-turnaround bulletins
- Audio voicing skills
- Digital delivery skills for audio

Administration, Training and Teamwork

- Availability and flexible with shift times as required
- Provide feedback to reporters/journalists and technical staff
- Undertake Production responsibilities, professional development and training as required
- Engage in clear and open communication with team members and cooperate with interstate and overseas correspondents, part-time and casual employees, upholding SBS values, adhering to SBS Codes of Practice, Editorial Guidelines, NACA Style Guidelines
- Assist in training of cadets and other staff as required
- Carry out other duties as requested
- Act in a more senior role when the need arises
- Other roles/duties as determined by the Audio Lead

**Team fit**

- Collegial
- Keen general news interest
- Developed editorial skills
- Resourceful/self-starter

Minimum requirements of the role

- University degree in Journalism or equivalent relevant experience
- 5+ years journalism experience

Other

- Ability to speak/communicate a language other than English an asset

Financial accountability

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Key relationships with other roles and external stakeholders

- Audio Team Lead
- Other Audio Journalists
- NACA Digital journalists (News Digital, Video, Social teams) and World News journalists
- ALC and NITV journalists

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>Communication</u>	Self	<ul style="list-style-type: none"> • Uses appropriate grammar • Uses appropriate vocabulary • Uses a suitable tone • Speaks at a suitable pace • Speaks clearly using minimal language • Changes language to suit audience • Provides full responses to questions • Provides accurate responses to questions
<u>Decision Making</u>	Self	<ul style="list-style-type: none"> • Makes decisions in situations that are well defined • Makes decisions that impact own area of responsibility



		<ul style="list-style-type: none"> • Weighs up alternatives according to their likely impact • Weighs up alternatives according to their likely impact on others • Makes decisions in a timeframe appropriate to the work goal • Readily makes decisions when faced with unfamiliar circumstances
<u>Interpersonal Sensitivity</u>	Self	<ul style="list-style-type: none"> • Is attentive towards others and seeks to understand the viewpoint of others (in terms of perspectives, attitudes, interests and position) • Recognises the needs and motivations of others • Is sensitive to verbal cues in one-on-one interactions • Is sensitive to non-verbal cues in one-on-one interactions • Understands implicit and explicit emotions • Is respectful towards others & provides a reassuring presence
<u>Planning and Organising</u>	Self	<ul style="list-style-type: none"> • Plans and prioritises own tasks and activities • Establishes short-term plans • Organises resources and activities to meet short-term plans • Recognises the need for deadlines • Meets established deadlines
<u>Relationship Building</u>	Function	<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

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.