

Job Description

27 March 2026



Audio Supervising Producer– Level 4 News and Current Affairs

Remuneration: Level 4

Reports to: Audio Lead

Direct reports to this position: Up to four

SBS Values, Vision and Purpose

The Audio Supervising 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 – 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 commission, supervise, guide and sub-edit Audio bulletins, daily and longer lead audio features, pod series as well as produce audio content as required, reporting to and working under the direction of the Audio Lead. Audio content is created for internal distribution



to ALC teams for translation, as well as for third party platforms, including Spotify, Apple Podcasts, You Tube. This role has a specific remit to ensure best quality audio news content reaches audiences, in a way suitable for audiences – adapting to podcast styles and listening trends, and is actively involved in optimisation and distribution. This role also participates in project work for the continued evolution and adaptation of audio content to digital audiences, and holding a senior editorial and team role, acts as a coach and mentor to audio journalists and helps uplift the editorial and production skills of the team. The Audio Supervising Producer is a positive collaborator and facilitates content and skills sharing between Audio, other digital, TV, ALC and NITV teams.

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 operates with a high degree of autonomy within established editorial frameworks, referring complex or sensitive matters to the Audio Lead.

This is a rostered role, and may work and contains a mix of early mornings and evening work, and may be required to backfill the Audio Lead, and take on other leadership duties as required.

Main Responsibilities

Main tasks of the role

Journalism and Content Production

- Commission and supervise and sub-editing daily audio bulletins, the creation of news stories for the 'core' audio distribution (internal to SBS), supporting the desk editor and reader to produce and present highest quality news bulletins for audio audiences.
- Supervise 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, referring up to the Audio Lead as required
- Guide audio journalists to selecting and producing 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), maximising our point of difference and coaching journalists to create bulletins for a curious audience seeking greater understanding, in line with SBS Editorial Guidelines and Code of Practice



- Assign stories with the utility of ALC teams in mind, providing a broad range of story selection
- Guide pitches and commission daily and longer-lead in-depth feature podcasts, holding high editorial and production standards to ensure in-depth features are relevant to digital audiences, provide contextual exploration of key topics, draw on SBS's point of difference and speak to the SBS Charter
- Provide editorial guidance throughout the production process of in-depth features, including advice on interviews, angles, context, research, and scripting, referring up to the Audio Lead where required on editorial matters
- Sub-edit in-depth features, series and bulletins, adhering to high editorial standards, the SBS Style Guide, Digital Style Guide, Pronunciation Guide and SBS Codes and Guidelines
- Ensure editorial and production consistency across content, including insertion of calls to action/promos for SBS News audio products within podcasts
- Ensure bulletins and podcasts are read to a high standard with clarity in mind
- Monitor news and trending stories via wires, agency feeds, podcasts/radio bulletins, social feeds, google trends and news channels and identifying relevant stories to action
- Coach interviewing and voicing techniques for day-to-day content
- Provide production support, editorial and style input into key podcasts including On the Money, World News Weekly, and new podcast series that may be added to the roster to ensure these are best quality and exceeding audience expectations
- Co-ordinate day-to-day coverage with other teams when required and make the most of distinctive journalism being gathered across SBS teams within SBS News audio podcasts
- 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 directing breaking news coverage or providing breaking news to language groups on air.
- Write, produce and voice bulletins and feature podcasts when required
- File breaking news when required
- 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 our digital strategy and the SBS Charter

Digital responsibilities

- Contribute towards the achievement of SBS Corporate strategy and team and divisional goals
- Contribute to digital planning and continuous improvement initiatives for audio podcasts, bringing forward ideas and observations on updating our digital audio products
- Produce and publish audio content via editing systems and CMS
- Consider distribution and the way the audience will receive content throughout the pitching and production process



- Oversee daily optimisation of podcast content to ensure best delivery on owned and third-party platforms, including SEO optimisation, creating accurate and compelling headlines, high-quality images, ensuring readability and appeal of descriptions, tagging, liaising with the News Digital team to embed relevant podcasts, and other best practice as appropriate
- Use data analytics to help inform pitches, angles and approaches to stories to meet and exceed NACA's Audio KPIs, as well as providing recommendations to the Audio Lead on updates and changes
- Keep up-to-date with trends within the news podcast environment, and be an active agent for change within the team – inspiring journalists
- Identify and support collaboration opportunities within News and Current Affairs and with relevant teams

Leadership and team responsibilities

- Providing real-time, constructive feedback to journalists on scripts and newsgathering processes as well as production practices and voicing
- Line manage up to four audio journalists, providing day-to-day supervision, coaching and performance support, escalating issues to Audio Lead as appropriate
- Inspire and motivate journalists across shifts to create compelling journalism
- Support journalists' development goals
- Proactively collaborate with team members across digital, TV, ALC and NITV for day-today and planned stories, to support the best use of SBS's distinctive journalism within the audio team
- Provide operational support to the Audio Lead and act in the role for short periods as required

Core skills:

- Strong editorial skills including writing, ability to edit and guide scripts to contain clean and clear copy with strong attention to detail, grammar, accuracy, and impartial language
- Developed ability to identify and navigate complex news stories, including guiding journalists to include diverse perspectives and critical context
- Highly developed general knowledge international and national affairs
- Ability to work to news deadlines, including guiding and coaching journalists to file stories for fast-turnaround bulletins or same-day feature podcast deadlines
- Audio voicing skills and voice coaching skills
- Strong understanding of media law, ability to comply to SBS's editorial guidelines
- Developed audio editing 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
- Highly developed editorial skills
- Enthusiasm for working in a news environment, calm under pressure and provides positive and constructive encouragement of journalists
- Confident and resourceful

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

\$0

Key relationships with other roles and external stakeholders

- Audio Team Lead
- Audio journalists
- Leads and senior staff across Digital teams, TV, ALC, NITV
- NACA Digital journalists (News Digital, Video, Social teams) and World News journalists
- ALC and NITV journalists

Key Capability		
Capability	Level	Behaviour
Collaboration	Function	<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



		<ul style="list-style-type: none">• Shares all relevant or useful information
<u>Communication</u>	Function	<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>	Function	<ul style="list-style-type: none">• Makes decisions in situations that are well defined• Makes decisions that impact own area of responsibility• 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>	Function	<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>	Function	<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
 - Work Health & Safety Act (Cth) Regulations 2011
 - 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.