

# Job Description



## Cross-Platform Producer-World News SBS News and Current Affairs (Level 4)

SYDNEY BASED

Reports to: Senior World News leader

Direct reports to this position: Yes

### SBS Values, Vision and Purpose

The Level Four *Cross-Platform 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 – NACA

The principle 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 Cross-Platform Producer is responsible for curating and driving our coverage from around Australia and around the globe as a key figure in the World News leadership team. They are required to lead story selection and development, create and sub-edit content, and be able to put bulletins to air live from a rundown they've put together, thoughtfully and carefully. The Cross-Platform Producer has an eye for detail, is a people and editorial leader with a demonstrated calm approach in dynamic settings.



## Main Responsibilities

### **Journalism and Content Production**

- Contribute to the making of the flagship *SBS World News* program through various senior production and writing roles including the producing of content for the 1830 and Late News bulletins, the lining up and outputting of the Late News bulletin and putting it to air, subediting scripts and graphics' sequences, coordinating the editing of material for bulletins, steering editorial meetings and curating content as an editorial leader, along with leading a small team when/if required
- Contribute as a member of the NACA editorial leadership team and take on greater leadership responsibility as required, including the lining up and outputting the 1830 program, live to air
- Plan, prepare, assess, research, write, edit and produce high quality news, finance, sport and feature segments creatively and accurately, to protect and foster trust in the *SBS World News* brand – working primarily across the Chief Producer (Late News), Supervising Producer and Output Producer roles – along with supporting in the Evening Editor role when required
- Generate, develop and foster content ideas for the relevant platform, including identifying and using all available sources of vision and audio of specific interest to SBS audiences
- Write TV script/copy for fast turnarounds on breaking news, in a live-to-air environment, along with audio and online copy when required
- Properly research news, finance, sport and feature material and look beyond traditional sources and storytelling methods; prepare, compile and deliver content/programs for other platforms including digital and audio
- Deliver a consistently high standard of script/copy – especially in a live-to-air environment
- Identify, assign, curate and subedit Australian and international news, finance, sport and feature stories for broadcast and publication on SBS News and Current Affairs platforms – predominantly, *SBS World News*
- Sort through agency material to select the best international feeds of the day and harvest material on offer from our international broadcast partners, to ready for transmission on *SBS World News* and, when required, digital platforms including audio
- Respond to breaking and developing stories through leading deployments from beginning to end, contributing to risk assessments and leading assignments when required
- Liaise with domestic and international broadcast partners to set up live crosses when required
- Assist with writing, subediting and post-production requirements, including the 'legalling' and culture checking of scripts, vision and audio where required
- Liaise with digital teams (including audio) to ensure cross platform coverage of stories where required



- Assign domestic and international stories with full knowledge of SBS's editorial responsibilities, priorities and budgets, and ensure content meets the highest professional standards
- Maintain knowledge of technology associated with the most effective and cost-efficient production and delivery of news content across TV and digital platforms
- Ensure a collaborative and collegiate leadership style along with a core understanding of the strategy to deliver on SBS's Charter and purpose.

#### ***Administration and Teamwork***

- Holding regular one-on-one sessions with direct reports and ensure the FOCUS performance review process is up to date if taking on direct reports, when/if required
- Engage in clear and open communication with team members and cooperate with international and interstate correspondents, part time and casual employees, upholding SBS values, adhering to SBS Codes of Practice, Editorial Guidelines, NACA Style Guidelines
- Being a creative and lateral thinker with a collaborative and collegiate leadership style along with a focus on delivering SBS's strategy to elevate multilingual, multicultural and indigenous content
- Lead and assist with recruitment and development, engaging with internal and external partners to ensure the best people are in the right roles
- Assist the Editorial Operations Manager and others with audience feedback including the response to formal complaints as facilitated by the SBS Ombudsman

#### ***Minimum requirements of the role***

- Journalism degree or equivalent
- Demonstrable news judgement at a relatively senior level
- Line-up and supervisory production experience
- Experience in people leadership with direct reports highly desirable
- Literate in project management
- Demonstrated experience in coaching, mentoring and training highly desirable

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

- Cross-Platform Journalists
- Chief Producers / Senior Producers / Intake editors / GFX designers
- Director, NACA / Managing Editor, World News / Deputy Editor, World News / Planning and Projects team / Digital and Current Affairs teams / Editorial Standards
- Newsadmin, People and Culture, Legal, Technology teams



<b>Key Capability</b>		
<b>Capability</b>	<b>Level</b>	<b>Behaviour</b>
<u>Coaching</u> (People Leader Capability)	Self	<ul style="list-style-type: none"> <li>• Is self-aware and understands own barriers to learning</li> <li>• Shows willingness to overcome personal challenges to learning</li> <li>• Improves performance by applying new skills</li> <li>• Seeks regular feedback</li> <li>• Identifies performance barriers in peers, mentors and coaches</li> <li>• Applies active listening with patience and openness</li> <li>• Knows when and how to use open and closed questions</li> <li>• Exhibits a coaching style when working with others</li> </ul>
<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>Relationship Building</u>	Self	<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> </ul>



		<ul style="list-style-type: none"><li>• Helps others achieve common goals</li><li>• Openly communicates with others</li></ul>
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## 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 2018
  - Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2018
- 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 and psychological 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.