

Job Description

1 July 26



Finance Producer – Level Three SBS News and Current Affairs

Reports to: Finance Editor, NACA

Direct reports to this position: N/A

SBS Values, Vision and Purpose

The Finance 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 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

Take the lead role in pitching and producing finance stories across SBS News platforms, primarily, SBS World News



Main Responsibilities

Journalism and Content Production

Work autonomously to undertake a range of journalism and content production tasks to compile content for SBS News and SBS World News across all platforms including;

- Pitch, plan, prepare, assess, research, write, edit and produce high quality news & feature scripts for all platforms, using rich media assets, publishing in a timely manner
- On a daily basis work with the Finance Editor, Intake teams and output producers to determine the required coverage of finance, and business news and stories relating to the economy
- Help build sequences in TV rundowns subject to those discussions
- Plan ahead on major stories including market ups and downs, company results, economic data, interest rate cuts/rises, personal finance, business news.
- Generate, develop and foster content ideas which reflect the SBS Charter and our unique identity
- Write online/audio copy for fast turnaround or online/radio features to a consistently superior standard
- Collaborate with the Finance Editor and other colleagues on social media content, which may include appearing in social videos to help explain the most complex finance issues in a digestible way, always looking to reach new audiences
- Book guests, carry out pre interviews and prepare segments for TV, audio, text-based and social platforms
- Stay across major international and national news stories as they relate to finance and business and economic matters
- Properly research news & feature material, with specific remit of personal and or company finance, macro and micro-economics and business news from small to large enterprises
- Arrange and conduct interviews for inclusion in news stories or live reports.
- When subbing copy/scripts/videos, deliver to a high standard which takes into account SBS Codes and Guidelines
- Create innovative, informative and relevant graphics and animations to enhance the quality of individual news stories, using newsroom software including VizRT and ENPS
- Collaborate with other NACA programs, ALC and other SBS departments to produce special feature reports using talent from those teams (whether internal or external)

Delivery

- Ensure finance stories are offered to digital platforms including LinkedIn, YouTube and Instagram, digital explainers in text or video
- Ensure graphics and animations are delivered in a timely fashion
- Collaborate with the design and production teams
- Ensure logical story balance and subject matter flow within finance segments
- Work on longer term projects while working on daily fast turnaround content

Administration, Training and Teamwork

- Availability to be rostered for shift work
- Provide feedback to reporters/producers 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, casuals and other journalists as required
- Carry out other duties as requested



| 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 • 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>Relationship Building</u> | Self | <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

[For all non-supervisory levels]



In relation to Work Health & Safety, you must comply with your safety responsibilities as detailed in relevant Acts, Regulations, Standards, Codes of Practice and the SBS Safety Management System (SMS)

All workers are required to:

- Take reasonable care for own safety and safety of others
- Cooperate with policies and procedures and directions from management with regards to health and safety
- Where hazards are identified, report them to line manager and take corrective action where able
- Report all work related incidents to line manager within 24 hours of occurrence
- Ensure workers, visitors and clients 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

Workplace Health & Safety

[For specific roles within NACA]

The following positions are responsible to reviewing and escalating/ approving WHS Risk Assessments of planned activities (productions or assignments) that will be undertaken by SBS to ensure the health and safety of workers involved:

- Business Manager Sport and NACA

The following positions are responsible for assessing /documenting WHS risk for SBS planned activities (productions or assignments) to identify and implement adequate controls to ensure the health and safety of workers involved:

- Production Coordinator
- Production Manager
- Production Assistant
- Senior Production Manager