

Job Description



Senior Producer – Level Six SBS World News

SYDNEY BASED (12-MONTH CONTRACT)

Reports to: Senior World News Leader

Direct reports to this position: YES

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 – 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

Produce engaging content for audiences across all SBS News platforms with a primary focus on our flagship nightly national television program, *SBS World News*.



Main Responsibilities

Broadcast and Delivery

- Carry out a variety of senior newsroom roles including, but not limited to, Chief Producer-6.30, Chief Producer-Late News, Supervising Producer and Output Producer as part of regular roster pattern
 - Produce TV bulletins to the highest editorial standards considering our remit for international news and reflecting the Charter on national stories
 - Ensure writing of intros/promos/teases is of a high standard to retain audiences
 - Ensure logical story balance and subject matter flow within the bulletin
 - Supervise the coverage of breaking news including special news promos/updates, redoing bulletins for delayed markets. Work with external providers
 - Liaise with other stakeholders at SBS including colleagues from current affairs programs, content, ALC to ensure cross-promotion and collaboration
 - Work with the design and production teams to create innovative, informative and relevant graphics and animations to enhance the quality of individual news stories and the bulletins
 - Co-ordinate, supervise and collaborate with craft editors and camera operators to deliver accurate, quality news packages and meet broadcasting deadlines
 - Superior level ability to sub-edit TV scripts or any other material requiring review
1. Lead editorial meetings and special projects when required and as directed
 - Assemble video material required for editing by cutting a Work-In-Progress (WIP) which is logical, in order and succinct
 - Plan, prepare, assess, research, write, edit and produce high quality news & feature scripts for TV & audio / online / social / video / audio and record voice-overs, using both international and locally sourced material
 - 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
 - Perform high-quality researched news, sport & feature material & look beyond traditional sources
 - Meet deadlines agreed by the intake/output teams for content delivery and when in senior roles, make deadlines for journalists to meet

Management, Training and Teamwork

2. Manage direct reports, model the leadership values of SBS and attend training courses, as well as attend leadership sessions and carry out questionnaires and surveys
 - Engage in clear and open communication with team members and cooperate with interstate and overseas correspondents, full and part time and casual employees, upholding SBS values, adhering to SBS Codes of Practice, Editorial Guidelines, NACA Style Guidelines
 - Provide detailed feedback to reporters/producers/presenters and technical staff



Key Capability		
Capability	Level	Behaviour
<u>Coaching</u> (People Leader Capability)	Function	• 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 • Applies active listening with patience and openness • Exhibits a coaching style when working with others
<u>Collaboration</u>	Function	• 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>	Function	• Uses a suitable tone • Speaks at a suitable pace • Changes language to suit audience • Provides full responses to questions
<u>Decision Making</u>	Function	• 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	• 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 • Is respectful towards others & provides a reassuring presence
<u>Relationship Building</u>	Function	• Establishes a connection with others • Builds friendly, warm relationships that are mutually beneficial • Maintains ongoing relationships that are mutually beneficial • Recognises the value of building and maintaining relationships • Helps others achieve common goals



Workplace Health & Safety

[For Managers/Supervisors]

- 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.