

# Job Description

6 May 22



## Producer Audio & Language Content

Reports to: Executive Producer, Audio & Language Content

Direct reports to this position: N/A

### SBS Values, Vision and Purpose

*The 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 – Audio & Language Content

*SBS is the most multilingual public broadcaster in the world. With 68 language services, we deliver news, information and entertainment to the 4.87m people in Australia who speak a language other than English at home (ABS Census 2016).*

### Role Purpose

*As part of a team, the Producer is responsible for the production and delivery of distinctive and innovative multi-platform content for the relevant language program. The content will be consistent with SBS Codes of Practice, Editorial Guidelines, established editorial strategy and other relevant standards and formats.*



## Main Responsibilities

### Journalism and Content Production

- Undertake and/or assist with a range of journalism and content production tasks to provide multiplatform content including:
  - Plan, prepare, assess, research, write, produce, sub-edit, translate and/or script multiplatform content for presentation including (but not limited to) international, national, homeland and local news, current affairs and other relevant content as required.
  - Generate and develop content ideas for the relevant platform and language audience.
- Establish, develop and maintain appropriate contact with correspondents (stringers and contributors) and other relevant stakeholders.
- Contribute to divisional objectives through participation in cross-language content and other initiatives.

### Broadcasting and Online Delivery

- Present audio content on-air (radio) (including carry out live interviews, talk-backs, coverage and outside broadcasts) and use/operate relevant on-air systems and equipment.
- Ensure all relevant content scheduled is broadcast and uploaded as required, including promos, advertising and information campaigns and/or sponsorship announcements in accordance with the SBS Codes of Practice and Editorial Guidelines and other relevant policies.
- As required, prepare, write/source/edit and upload multiplatform content, text and pictures online, and maintain relevant language website (including updating and removing out dated content when appropriate) in accordance with the relevant online standards.
- Assist with monitoring audio content as required.

### Administration, Training and Teamwork

- Prepare, maintain and archive documentation associated with content production and delivery as required, and undertake other administrative tasks (including meetings, emails, correspondence, etc.) associated with content production and delivery.
- Respond to online, email and telephone feedback from listeners and refer upwards for action as necessary.
- Undertake professional development and training as required.
- Engage in clear and open communication and uphold SBS values at all times.

### Minimum requirements

- Demonstrated experience in professional broadcast journalism including:
  - Ability to undertake tasks involved in the planning, preparation, production, presentation and delivery of multiplatform content.
  - Ability to write, compile and present news, sport and current affairs from a variety of sources.
- Basic computer skills including familiarity with Microsoft Word and Excel, and email.
- Availability for and ability to work rostered shifts.
- Proficiency in English both written and spoken including clear broadcast delivery.



<b>Key Capability</b>		
<b>Capability</b>	<b>Level</b>	<b>Behaviour</b>
<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>Customer Focus</u>	Self	<ul style="list-style-type: none"><li>• Focuses efforts on discovering and meeting the customer's and/or client's needs.</li><li>• Responds to customer's and/or client's needs in a way that adds value &amp; satisfies.</li><li>• Listens and follows through on commitments to customers and/or clients.</li><li>• Maintains a long-term focus on retaining customers and/or clients</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>Initiative</u>	Self	<ul style="list-style-type: none"><li>• Completes tasks without constant supervision</li><li>• Puts in extra effort even when it's not required</li><li>• Exceeds job description, e.g. takes on additional tasks</li><li>• Addresses obstacles to achieving own goals</li><li>• Acts on opportunities without prompting</li><li>• Minimises potential problems by applying initiative</li></ul>



<u>Planning and Organising</u>	Self	<ul style="list-style-type: none"><li>• Plans and prioritises own tasks and activities</li><li>• Establishes short-term plans</li><li>• Organises resources and activities to meet short-term plans</li><li>• Recognises the need for deadlines</li><li>• Meets established deadlines</li></ul>
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## Workplace Health & Safety

- 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)
- Comply with Work Health and Safety Regulations and responsibilities
- Ensure employees 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