**Job
Description**

30 June 22

Political Producer - Canberra

(TV, Radio & Online) Band Four

**News and Current Affairs**

**Reports to: Canberra Bureau Chief/Chief Political Correspondent**

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| **SBS Values, Vision and Purpose**  |
| The **Political 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.  |

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| **Division Purpose – NACA (News and Current Affairs)**  |
| 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.  |

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| **Role Purpose**  |
| The Political Producer is responsible for driving the news agenda each morning and coordinating news content for all SBS News platforms alongside the Canberra Bureau Chief/Chief Political Correspondent. The Political Producer will be required to plan, lead and assist with daily newsgathering, story research and production, produce live/breaking news coverage, and liaise with crews for daily news coverage coordination.   The Political Producer will work alongside the Bureau Chief/Chief Political Correspondent and members of the Canberra team to undertake a range of journalism and content production tasks, compiling content for SBS, across all News platforms.  |

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| **Main Responsibilities**  |
| The producer will be expected to: * Coordinate cross-platform input / output from Parliament
* Help set the agenda for daily political coverage and plan for longer-term projects
* Be the central point of contact between SBS and other networks in the parliamentary press gallery, responsible for coordinating pool arrangements
* Be the central point of contact between SBS and key political media advisers, including the government and opposition
* Develop daily content plan to monitor feeds from SBS and pool networks
* Document daily news content
* Manage crew deployments from the Canberra bureau for Parliament House and network requests
* Coordinate filming requests with network partners and represent the Canberra team at network editorial meetings
* Monitor social media feeds and media alerts
* News-gather: arrange and conduct interviews / pickup requests, attend press conferences with crews, record / play out of vision in News Exchange, liaise with APH sound and audio for committee and parliamentary feeds / pools
* Conduct story research and production
* Produce live / breaking news coverage
* Produce special events coverage, including federal elections and federal budget
* Engage with political stakeholders and SBS audience on social media platforms
* Identify, source, and ingest material, for inclusion in multi-platform stories.
* Undertake Production responsibilities, including bureau operations; helping to coordinate news and ENG (Electronic News Gathering) crews, 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 junior staff, casuals and other journalists as required.
* Carry out other duties as requested
* Comply with OH&S responsibilities as outlined in SBS’s Health and Safety Management Arrangements (HSMA) (refer “Employees” in Attachment B of the HSMA).

*This job description identifies the main requirements of the role. It is not an exhaustive list of duties but is intended to reflect the nature, range, and context of work, which will change over time*.   |
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| **Key Capability**  |
| **Capability**  | **Level**  | **Behaviour**  |
| [Collaboration](https://myintranet.sbs.com.au/peopleculture/Peopledevelopment/Collaboration.html)  | Self  | * Displays a genuine intention to work co-operatively with others
* Offers to help others achieve common goals
* Tries to understand the goals of others
* Shares all relevant or useful information
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| [Communication](https://myintranet.sbs.com.au/peopleculture/Peopledevelopment/Communication.html)  | Self   | * Uses appropriate grammar
* Uses appropriate vocabulary
* Uses a suitable tone
* Changes language to suit audience
* Provides full responses to questions
* Provides accurate responses to questions
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| [Decision Making](https://myintranet.sbs.com.au/peopleculture/Peopledevelopment/DecisionMaking.html)  | Self  | * 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
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| [Interpersonal Sensitivity](https://myintranet.sbs.com.au/peopleculture/Peopledevelopment/InterpersonalSensitivity.html)   | Self  | * 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
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| [Relationship Building](https://myintranet.sbs.com.au/peopleculture/Peopledevelopment/RelationshipBuilding.html)  | Self  | * 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
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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) All staff 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

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