

Job Description

23 February 24



Executive Producer Audio & Language Content

Reports to: Program Manager, Audio & Language Content

Direct reports to this position: Multiplatform Content Producer(s)

SBS Values, Vision and Purpose

The Executive 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 60 plus language services, we deliver news, information and entertainment and inspire social cohesion by connecting communities through multilingual conversations, helping everyone feel at home in Australia.



Role Purpose

Within the Audio and Language Content (ALC) Division of SBS, the Executive Producer is responsible for driving the Cantonese program agenda and strategy, leadership and direction of a large team of Radio and Digital Producers to plan and manage production, implementation and distribution of distinctive, innovative multi-platform content.

The role provides effective leadership, professional advice and mentoring to Radio and Digital Producers in the Audio and Language Content (ALC) team, utilising expert production management skills, knowledge and experience.

Jointly accountable for the delivery of divisional objectives, the Executive producer, in collaboration with the Program Manager, has responsibility for making decisions throughout the assigned production area in line with relevant SBS policies and guidelines.

Main Responsibilities

Audio & Online Content Production & Delivery

- Ensure audio and online content is produced and delivered in line with audience needs and editorial requirements and reflects an understanding of, and compliance with SBS's Charter, policies, guidelines, legislative and regulatory requirements.
- Exercise editorial/creative decisions which impact the direction and/or achievement of divisional objectives, applying substantial knowledge of end-to-end multi-platform editorial production.
- Engage with broadcasters to shape and plan editorial projects.
- Assign tasks and resources to others, supervise the development of multiplatform content and exercise appropriate editorial judgement to ensure the appropriate selection and coverage of content.

Management and Leadership

- Manage and lead a team of a large program (large means a program that produces more than 200 hours of content per week and manages over 6.5 full time equivalent employees).
- Use coaching techniques to develop strong working relations in the team, provide balanced and timely feedback, recognise achievements, initiate the professional development of team members and manage poor performance in a timely and effective manner.
- Actively manage key stakeholder relationships between different divisions at SBS and externally, including participating and assisting in the development of community consultations and community engagement events.
- Actively engage and seek opportunities for cross divisional projects and activities that support SBS's language strategy.
- Manage day-to-day operations of the relevant language program in accordance with the resources allocated to ensure content production and delivery for the program is achieved.
- Prepare and review rosters.



- Manage resourcing for your team which includes contributor budgets, special project budget allocations, oversight of additional hours allocated to team members and other ad hoc resourcing above and beyond program benchmark hours.
- Engage casuals, stringers and contributors with approval of Program Manager.
- Participate in the recruitment, selection and training of new employees.
- Establish and maintain effective working relationships with local and interstate colleagues to ensure the efficient use and sharing of resources between production centres and that SBS's values are upheld.
- Champion inclusivity to foster a positive work culture where people can bring their whole selves to work.
- Make sure that our people feel recognised and valued.

Health and Safety

- Promote, implement compliance with and foster continued improvement of SBS's Health and Safety Management system within your operational areas as outlined in SBS's Health and Safety Management Arrangements (HSMA).

Minimum requirements

- Extensive journalist and radio experience in a multi-platform environment.
- Experience in managing a team, preferably in a broadcast environment.
- Demonstrated ability to build and maintain relationships with a range of stakeholders with strong collaboration skills
- Demonstrated financial and business acumen.
- Proven ability to work under pressure, meet strict deadlines and problem-solve
- Proficiency in speaking Cantonese, and in reading/writing Traditional Chinese, as well as English. Proficiency includes clear broadcast delivery. (Candidates will be required to undergo a language assessment to demonstrate their proficiency in Cantonese)

Key Capability		
Capability	Level	Behaviour
<u>Coaching</u>	Function	<ul style="list-style-type: none">• 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• Identifies performance barriers in peers• Applies active listening with patience and openness• Knows when and how to use open and closed questions• Exhibits a coaching style when working with others



<u>Collaboration</u>	Function	<ul style="list-style-type: none">• Encourages collaboration (sharing of responsibility and information) across the business• Encourages shared goals by promoting joint responsibility• Ensures expert knowledge is continuously enhanced and shared across the business• Acts to promote respect, helpfulness and co-operation across the business• Publicly credits individuals across the business who have performed with excellence
<u>Decision Making</u>	Function	<ul style="list-style-type: none">• Makes decisions in situations that are undefined and broad• Makes decisions that impact the entire business• Makes decisions that are difficult or sensitive• Considers alternatives according to their likely impact on the business or organisation• Identifies the best strategy to meet organisational goals
<u>Influencing</u>	Function	<ul style="list-style-type: none">• Presents clear, well-reasoned arguments to support key business objectives• Uses direct persuasion in high level discussions and/or presentations (e.g., appeals to reason, data, larger purpose; uses concrete examples, visual aids, demonstrations, etc)• Is compelling during business negotiations and works to achieve win-win solutions• Gains commitment• Implements negotiation strategies
<u>Initiative</u>	Function	<ul style="list-style-type: none">• Addresses obstacles to achieving business objectives• Takes action to create business opportunities• Takes action to avoid future crisis• Questions how things are done in order to keep improving business performance• Identifies functional/business improvements• Cuts through red tape to get the job done• Generates initiatives that facilitate the achievement of business/operational objectives
<u>Interpersonal Sensitivity</u>	Function	<ul style="list-style-type: none">• Considers the impact of individual strengths and weaknesses on performance• Predicts and responds to the underlying thoughts and concerns of stakeholders• Adjusts working conditions to individual circumstances where appropriate• Understands and supports work/life balance initiatives• Helps with any conflict resolution amongst multiple stakeholders• Encourages, respect and supports interpersonal awareness as a value of SBS



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 2015
 - Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015
- 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 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.