

Position Description – NZ On Air



Role description:	Head of Journalism
Fixed term contract:	June 2023
Business Unit/ Location:	Wellington (preferred) / Remote (potential travel required)
Reporting to:	Head of Funding
Direct Reports:	1-2
Effective from:	March 2021 (preferred)
Applications close:	5pm 4 March 2021

About NZ On Air

NZ On Air is a public media entity created to increase the diversity of local content available to New Zealand audiences. Our prime statutory objective is to reflect and develop New Zealand identity and culture.

Mō Irirangi Te Motu

He hinonga a Irirangi Te Motu (NZOA) nā te Karauna, ko tōna kaupapa he whakanui i te āhua o te kanorau o ngā whakaaturanga o Aotearoa e kitea ana e ngā hunga mātakitaki. E mea nei ko te whāinga matua o NZOA me he ataata e kitea ai te ahurea tuakiritanga o Aotearoa.

Investing in Sustainable Journalism

A healthy media sector – and in particular the presence of public interest journalism - is a central component of an open, participative, and progressive democracy.

The Minister of Broadcasting and Media has launched a fund to support local public interest journalism to ensure communities across the country are kept informed on issues that affect them and their communities.

For the purposes of this initiative, public interest journalism is defined as journalism that contributes to a person’s ability to function as a valued and informed member of the community in which they live and work.

The Government is investing \$55 million over the next three years to provide on-going support for public interest journalism to be produced and shared through New Zealand media outlets

The money will be available over three years, with \$10 million available in the current 2020/21 financial year, \$25 million in 2021/22, and \$20 million in 2022/23.

Purpose of the role

The Head of Journalism will lead the design, development, implementation and operation of the fund. This will require extensive coordination and stakeholder engagement with newsrooms across Aotearoa to achieve the following:

- retain and develop quality public interest journalism
- ensure a diversity of topics, perspectives and analysis from and within a range of different media organisations
- support the provision of relevant public interest journalism at a national, regional, and local level, and
- ensure continued production of content featuring local stories and perspectives.

Key responsibilities

- Oversee the design, development and roll out of the fund (including aspects such as eligibility criteria for applicants, assessment criteria for submissions, and key success measures)
- Reviews and recommends any changes to the Fund, guidelines and policies as required to ensure delivery on its key objectives
- Lead stakeholder / industry engagement and ongoing consultation
- Develop a training and development component of the fund in consultation with the sector
- Provide ongoing support to successful applicants; offering advice and feedback as required
- Work closely with the Head of Funding to ensure alignment with NZ Media Fund objectives
- Design performance monitoring processes and metrics to ensure the initiative is effectively and transparently administered to achieve its objectives.
- Develop and implement excellent planning and project management methodologies
- Prepare Board papers
- Establish transparent processes for administering and assessing the content produced
- Work alongside our Corporate Services team to monitor compliance with objectives; ensuring reporting and contractual requirements are met - including service level agreements with newsrooms, forward planning, and internal reporting
- Regularly monitor and update all plans and timeframes as the initiative is administered
- Manage the budget effectively; including monitoring expenditure by successful applicants.

Who you are

Below are the traits required for the role and what makes you stand out:

- **Communication and relationship skills** – Effective communication and positive relationships with newsrooms are key to the success of this role. You are able to share information, ideas and experience with others with enthusiasm and good humour, while building trust in your team and

with stakeholders. You have an ability to communicate effectively while being respectful, diplomatic, and courteous.

- **Commitment to equity** – A commitment to inclusive and equitable reporting in Aotearoa.
- **Decision making** – You balance key priorities effectively when making decisions. You confront problems early, before they escalate, and you make pragmatic calls when required. When issues arise, you can take an organisation-wide perspective, rather than focusing on your area alone.
- **Accountability** – You are a self-starter who takes responsibility for making things happen. You act ethically and with integrity and you are honest and open in your approach.
- **Teamwork and motivation** – You motivate and encourage colleagues and team members to always do their best, and encourage teamwork and cooperation, breaking down internal siloes where you can. Further, you promote and model a strong stakeholder focus.

What you bring

- Appropriate qualifications in journalism
- Understands news content and how newsroom staffing works
- Experience and credibility as a senior news gatherer with a deep understanding of the journalism landscape in Aotearoa; including the local news market structure and challenges
- A demonstrated ability to engage successfully with tangata whenua, and a commitment to Te Tiriti o Waitangi
- An understanding of the Maihi Karauna vision for crown entities and a proficiency in te reo Māori me ona tikanga will be helpful
- People management experience
- Data and analytics experience
- Significant experience implementing media strategies to reach audiences; ideally in a multi-media environment/broadcast environment
- A willingness to be open and transparent e.g. disclose mistakes, act ethically, and engage in professional and personal development including seeking and acting on constructive feedback.
- Applies all legislative requirements, regulations, policies and procedures related to area of responsibility and specialised expertise.

Health, Safety and Wellness

- Ensure all Health, Safety and Wellness policies, practices and initiatives are adhered to and any incidents or issues are raised appropriately in line with NZ On Air Health & Safety policy

Due to the dynamic nature of our work, the tasks and responsibilities noted in this role description may well change from time to time, to meet the needs of the business. As a result, it is expected that the person in the role

recommends and/or is prepared for changes to the role and this description of it. Any 'material' changes will be mutually agreed between the parties and noted in writing.