



# Allied Press Limited

**Vision:** *Allied Press will continuously enhance its position as a quality Media Group.*

**Motto:** *“Optima Durant” – Quality Endures*

POSITION DESCRIPTION	
Job Title	Bureau Chief – Gore
Tenure / Hours	Full time - 40 hours per week
Responsible to	Regional Editor - South
Responsible for	Gore Editorial Team
Delegations	As per Allied Press Ltd Staff delegations policy
Position purpose	<p>The main function of this position is to ensure the Ensign is pre-eminent in news coverage within Gore circulation. Secondary is boosting Otago Daily Times coverage. Both will be achieved by directing the daily and weekly news gathering operation and managing reporting staff.</p> <p>The post holder is also responsible for production duties in relation to The Ensign including newslists.</p> <p>The post holder will work closely with other Allied Press executives to ensure pre-eminent news coverage in our area across all platforms and that this reflects the communities we serve.</p> <p><b>**Note:</b> Should an increased focus be placed on ODT content, or should The Ensign return to bi-weekly, recognition that additional reporter support would be required.</p>

## THE ROLE OF ALLIED PRESS LTD

Allied Press has diverse interests in daily and community newspapers, regional television station, websites, rental properties and commercial print operations. The Head Office is in Dunedin and has newspapers in Canterbury, Marlborough, Otago and Southland and printing operations in Dunedin, Alexandra and Greymouth. The company is dedicated to providing comprehensive news and advertising coverage, and supporting a wide range of community projects and services.

## FUNCTIONAL RELATIONSHIPS

It is a key responsibility that relationships must be developed and maintained in such a way as to bring about a positive and respectful response from those the team member liaises with.

External to Allied Press Ltd	Internal to Allied Press Ltd
<ul style="list-style-type: none"> <li>▪ Members of the Public</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regional and Community Editors</li> </ul>
<ul style="list-style-type: none"> <li>▪ Local dignitaries</li> </ul>	<ul style="list-style-type: none"> <li>▪ On-line Editor</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Editorial staff, Heads of Departments and other Allied Press Ltd employees</li> </ul>

## KEY RESULT AREAS

The position of Bureau Chief – Gore encompasses the following major functions or key result areas:

- Driving daily news gathering
- Managing, motivating and enabling staff to deliver innovative, engaging content in an evolving environment.

The requirements in the above Key Result Areas are broadly identified below:

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
<b>Editorial excellence and content</b>	
Working collaboratively with the Senior Editorial team, you drive an audience-first newsroom approach and produce content that at least meets the highest industry standards.	<ul style="list-style-type: none"> <li>• You anticipate research and determine content that is relevant, engaging, and informative across all demographics ensuring our audience footprint for stories grows locally and regionally.</li> <li>• Articles, news items and features are published on the most appropriate platform (on-line, video, paid print and community publications) to ensure maximum readership.</li> <li>• Audience feedback through research indicates a positive response to news coverage.</li> <li>• Exclusive breaking stories are produced that are of interest to audience and with regional impact.</li> <li>• Stories produced in the newsroom are accurate and balanced and filed for timely use across multiple platforms as relevant.</li> </ul>
Working collaboratively with the Senior Editorial team, you will be an agent and advocate for change in how we plan, commission, create and share content on all platforms.	<ul style="list-style-type: none"> <li>• You present well considered and innovative ideas which once successfully implemented improve reader engagement levels.</li> </ul>
Taking responsibility for local content for The Ensign and Otago Daily Times and The News.	<ul style="list-style-type: none"> <li>• The local news agenda is effective and promoted consistently by all staff.</li> <li>• Audience feedback is complementary.</li> </ul>
Ensuring that news, features and other information in the newspaper and associated websites encourage readership and reflects the community and sector they serve.	<ul style="list-style-type: none"> <li>• You assist and support your news gathering staff in the development of rounds and initiation of stories which attract new readers and maintain readership across multiple platforms.</li> <li>• You maintain a comprehensive forward diary of events, check dates and story ideas.</li> <li>• We lead the news in our circulation area.</li> </ul>
Maintaining a continuous quality improvement culture.	<ul style="list-style-type: none"> <li>▪ Defined industry, quality, ethical and professional standards at all stages of production are met consistently.</li> <li>▪ Team members understand and adhere to these requirements so as to ensure the positive reputation of Allied Press as a news agency is maintained.</li> <li>▪ Publication and associated websites meet the highest standards of accuracy and published material does not give rise to any form of litigation</li> </ul>
<b>News room function</b>	
Effective and smooth running of the news room.	<ul style="list-style-type: none"> <li>▪ Ensuring that fair and equitable staff rosters are drawn up and published regularly.</li> <li>▪ Shifts and holidays are coordinated in such a way that the</li> </ul>

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
	<p>department is staffed appropriately at all times.</p> <ul style="list-style-type: none"> <li>▪ The Gore newsroom runs smoothly and effectively in your absence.</li> <li>▪ All overtime and lieu time is approved promptly and their levels managed effectively.</li> </ul>
<b>Community Engagement and Relationship Management</b>	
<p>Attending outside events as and when required, as a representative of the company.</p>	<ul style="list-style-type: none"> <li>▪ Feedback to senior management is positive.</li> </ul>
<p>Developing and maintaining a broad base of contacts that can supply stories, leads, tips and information as needed.</p>	<ul style="list-style-type: none"> <li>▪ Stories are always balanced and accurate.</li> </ul>
<b>Public Relations</b>	
<p>Representing the business at selected events and playing a leading role in upholding the public image of the Company.</p>	<ul style="list-style-type: none"> <li>▪ Our key contacts regard Allied Press as an integral member of the business community.</li> </ul>
<b>Leadership and Management</b>	
<p>Leading and motivating all direct reports, ensuring a high performance team that develops professionally and delivers 'best practice'.</p>	<ul style="list-style-type: none"> <li>▪ You encourage the development of team members through the sharing of professional knowledge and experience.</li> <li>▪ Team members understand and are motivated to achieve their objectives; guidance is readily provided when needed.</li> <li>▪ You are open and receptive to change; change is encouraged and supported where there is evidence that services/processes may be enhanced.</li> <li>▪ Communication is open, honest, appropriate and considerate.</li> <li>▪ You actively role model the leadership qualities required to ensure the success and commitment of staff.</li> </ul>
<p>Demonstrating positive collaboration across the Editorial leadership team.</p>	<ul style="list-style-type: none"> <li>▪ You actively contribute to weekly senior editorial team meetings.</li> <li>▪ Your contributions are well considered and robust and show clear thought processes.</li> <li>▪ You demonstrate initiative and commitment to team objectives, actively participating in group activities.</li> <li>▪ Actions assigned to you are implemented in accordance with agreed timelines and to the highest possible standards.</li> <li>▪ Senior editorial leaders are fully informed of developments including complaints and resolution processes.</li> </ul>
<p>Builds capability within the Gore team, ensuring members are fully competent to successfully undertake their roles.</p>	<ul style="list-style-type: none"> <li>▪ Performance and development reviews are conducted with all direct reports on an annual basis and formally documented.</li> <li>▪ Development plans are actioned promptly.</li> <li>▪ There is evidence of the provision of constructive, honest and positive feedback whilst communicating clear, specific expectations of performance.</li> </ul>
<b>Professional Development – self</b>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>▪ Your training and development needs are discussed with the Regions Editor on an annual basis as part of your annual performance and development review.</li> <li>▪ You take personal responsibility for gaining and applying new</li> </ul>

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
	skills.
<b>Health, Safety and Wellbeing</b>	
Effectively managing workplace health and safety. All managers are expected to both model and champion Health and Safety excellence.	<ul style="list-style-type: none"> <li>▪ You and your direct reports understand and consistently meet your obligations under the Allied Press Ltd Group of Companies Health, Safety and Wellbeing Policy and Procedures.</li> <li>▪ You take responsibility for ensuring that regular Health and Safety audits are scheduled and undertaken in your area to ensure a safe workplace is maintained at all times.</li> <li>▪ A culture of workplace safety is evident.</li> </ul>
<b>Other Duties</b>	
From time to time you may be required to undertake duties in addition to those outlined but which fall within your capabilities and experience.	<ul style="list-style-type: none"> <li>▪ You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> </ul>
Looking for opportunities to improve systems, processes and work practices – both within your own areas of responsibility and the organisation as a whole.	<ul style="list-style-type: none"> <li>▪ You suggest new ideas and make refinements to systems, processes and work practices within your own role, and make suggestions for improvement to the organisation as a whole.</li> </ul>

NOTE: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between you and the Editor in Chief as part of the performance development process.

**PERSON SPECIFICATION**

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current job holder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A tertiary qualification in Journalism, Media and/or Public Relations and/or substantive experience as a senior journalist or news editor</li> <li>▪ Full NZ Driver’s licence.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A tertiary qualification in management/leadership or work towards same.</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>▪ Strong journalistic skills including the ability to write and self-edit.</li> <li>▪ The ability to capture, commission and select appropriate visuals.</li> <li>▪ Team leadership experience</li> <li>▪ Exceptional oral and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrable social networking experience and social analytics tools knowledge.</li> <li>▪ Digital media specialist experience.</li> <li>▪ Substantive experience working across all media platforms including on-line, print, social media.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ A high degree of innovation and ability to generate fresh ideas.</li> <li>▪ Strong relationship management skills – ability to build and nurture important relationships both internally and externally to the organization.</li> <li>▪ Forward thinking and change ready – able to think beyond the current brief in order to strengthen the business.</li> <li>▪ A high level of personal drive, initiative and judgment – the role requires a willingness to take on new responsibilities and challenges.</li> <li>▪ Dependable, honest and ethical; shows a high level of personal judgment.</li> <li>▪ Acts with discretion at all times.</li> <li>▪ Adaptable and flexible – open to change (positive or negative).</li> <li>▪ Focused on providing a high level of customer service.</li> <li>▪ Forward thinking and change ready – able to think beyond the current brief in order to strengthen the business.</li> <li>▪ Ability to remain focused on the critical actions in a strongly deadline driven, change oriented industry.</li> </ul>	

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date