



# 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	Ashburton Courier - Editor
Tenure / Hours	Full time - 40 hours per week
Responsible to	Regional Manager – Star Media
Responsible for	Ashburton Courier News team
Delegations	As per Allied Press Ltd Staff delegations policy
Position purpose	<p>The main function of this position is to ensure the Ashburton Courier is pre-eminent in news coverage within the Mid – Canterbury area through your writing and obtaining stories and directing the news gathering operation with the reporting staff. The post holder is also responsible for providing an on-line news overview in association with the on-line Editor so that they achieve the highest possible standards, in accordance with policies laid down by the group.</p> <p>he post holder will work closely with other Allied Press executives to ensure pre-eminent news coverage in your area across all platforms and that this reflects the communities we serve.</p>

## THE ROLE OF ALLIED PRESS LTD

Allied Press is a media company with interests in daily and community newspapers, regional television station, websites, rental properties and commercial print operations. The company is based in Dunedin and has newspapers in Canterbury, Otago and Southland, a television station in Dunedin, and printing operations in Dunedin, Greymouth and Alexandra. The company is dedicated to not only providing comprehensive news and advertising coverage, but also to 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 Manager and other Editor's within the team</li> </ul>
<ul style="list-style-type: none"> <li>▪ Local dignitaries</li> </ul>	<ul style="list-style-type: none"> <li>▪ Online Editor</li> </ul>
<ul style="list-style-type: none"> <li>▪</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 Ashburton Courier Editor encompasses the following major functions or key result areas

- Driving news gathering and providing quality content.
- Managing and delivering Advertorial content required for the Ashburton Courier.
- 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 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 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 end-to-end creation and production of local content for the Ashburton Courier and other Allied assets (where required), including local digital sections and environments and print pages and products working collaboratively with section editors and print producers as appropriate.	<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</li> </ul>

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
	accuracy and published material does not give rise to any form of litigation.
<b>Oamaru newsroom 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 department is staffed appropriately at all times.</li> <li>▪ The Ashburton newsroom runs smoothly and effectively in your absence.</li> <li>▪ Ensuring all overtime and lieu time is approved and their levels managed effectively.</li> </ul>
<b>Financial management</b>	
The effective management of any delegated newsroom budget.	<ul style="list-style-type: none"> <li>▪ Budget is delivered per the agreed timetable at the agreed standard.</li> <li>▪ Variations are reported and addressed promptly.</li> <li>▪ Financial delegations as per Company policy are adhered to.</li> <li>▪ You provide advice and implement best practice strategies to maximise efficient use of resources and minimise expenses without compromising on product quality.</li> <li>▪ You actively contribute to the budget setting process.</li> </ul>
<b>Leadership and Management</b>	
Leading and motivating all direct reports, ensuring a high performance team that develops professionally and delivers 'best practice'.	<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 give regular, constructive feedback and acknowledge the efforts of others including giving praise where it is due.</li> <li>▪ Business goals are met through the proactive and consistent application of performance and development processes; performance concerns are addressed promptly.</li> <li>▪ 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>
Builds capability within the Ashburton team, ensuring they are fully competent to successfully undertake their roles.	<ul style="list-style-type: none"> <li>▪ Regular performance and development reviews are conducted with all direct reports on a regular basis.</li> <li>▪ There is evidence of the provision of constructive, honest and positive feedback while communicating clear, specific expectations of performance.</li> </ul>
<b>Team work</b>	
Working together as part of a team to meet the requirements of your role.	<ul style="list-style-type: none"> <li>▪ You are willing to share your knowledge, experience and ideas for the benefit of the team and wider business.</li> </ul>

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
	<ul style="list-style-type: none"> <li>▪ Your communication with others is open, honest and considerate.</li> <li>▪ You demonstrate initiative and commitment to team objectives, actively participating in group activities.</li> <li>▪ You are open and receptive to change.</li> </ul>
<b>Professional Development – self</b>	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>▪ Your training and development needs are discussed with your manager on an annual basis as part of your annual performance and development review</li> <li>▪ You take personal responsibility for gaining and applying new skills.</li> </ul>
<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 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 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 Manager 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.

	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A qualification or experience in journalism, media and/or public relations and/or substantive experience as a senior journalist.</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>▪ Substantive experience working across all media platforms including on-line, print, social media</li> <li>▪ Strong journalistic skills including the ability to write and self-edit.</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> </ul>

	<ul style="list-style-type: none"> <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>	
<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

.....  
Date