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	Senior Reporter
Tenure / Hours	Fixed Term – Two years Full time – 40 hours per week
Responsible to	Line Manager (Bureau Chief or Chief Reporter)
Responsible for	N/A
Delegations	As per Allied Press Ltd staff delegations policy
Position purpose	The main function of this position is to create compelling and varied content for publication, ensuring a high standard of quality and output across multiple platforms titles as required. Working closely with other members of the editorial team, you will provide well researched and informative reports and also photos and videos, where required, which have impact and ensuring content meets the needs of our audience.

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, Otago and Southland, a television station in Dunedin, 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
▪ Members of the Public	▪ Bureau Chiefs, Regional Editor and Head of News
▪ Contacts relevant to news gathering	▪ Other reporters
▪ Local dignitaries	▪ Editorial team – Dunedin and Regional
▪ Local police, fire service and ambulance personnel	▪ Other Allied Press Ltd employees

KEY RESULT AREAS

The position of Senior Reporter encompasses the following major functions or key result areas:

- The development, preparation and submission of high quality, interesting and informative content for publication across multiple media platforms.
- Developing and maintaining effective internal and external networks and professional relationships in order to maximise opportunities for on-going story development.

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

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
Story Development	
Sourcing interesting and topical reports and gathering information, photos and video for publication, uploading and broadcasting.	▪ Content is interesting, topical and suitably researched and analysed. ▪ Story opportunities are identified, discussed and leads are followed up promptly. ▪ Awareness is demonstrated of where stories/reports/videos are best placed to serve our diverse audience and appropriate recommendations made to the editorial team. ▪ Content is fair, balanced and accurate.
Relationship Management and Communication	
Ensuring effective communication with all relevant staff and external contacts.	▪ Line Manager knows promptly of any actual or potential delays in relation to news gathering. ▪ Colleagues report that you are open, approachable and helpful. ▪ There is evidence of positive, constructive reporting relationships with external contacts ▪ Difficulties with interviewees are communicated promptly to the Line Manager, enabling swift action.
Publication	
Ensuring that all content, videos and photographs are prepared, checked and completed ready for submission to the Editorial team in accordance with required timelines.	▪ Publications are delivered on time to the editorial team. ▪ Content complies with in-house style guide and grammar and spelling are correct.
Supplying up to date on-line content.	▪ On-line content is supplied promptly and accurately for breaking news and for significant announcements.
Peer Development	
Coaching, mentoring and advising junior reporters	▪ Productivity and work satisfaction of junior reporters is boosted, skills are improved, and reporters become more efficient. ▪ Contribution to making Allied Press a promising employer in the eyes of candidates is noted. ▪ Identified areas for personal and professional development.
Legislative Compliance	
Ensuring adherence, understanding and compliance of all Acts and Laws that applies to the Media Industry from time to time.	▪ You understand and comply with all relevant laws, Acts and associated editorial ethical standards, e.g. subjudice, defamation,

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
	Trespass, Privacy and Official Information Acts etc. ▪ Concerns about interpretation of laws, Acts and your understanding thereof are reported to your manager promptly so that additional support can be provided.
Team work	
Working together as part of a team to meet the requirements of your role.	▪ You are willing to share your knowledge, experience and ideas for the benefit of the team and company. ▪ Your communication with others is open, honest and considerate. ▪ You demonstrate initiative and commitment to team objectives, actively participating in group activities. ▪ You are open and receptive to change. ▪ You will fill in for the Line Manager (Bureau Chief or Chief Reporter) on an occasional basis, as required.
Professional Development – self	
Identifying areas for personal and professional development.	▪ Your training and development needs are discussed with your manager on an annual basis as part of your annual performance and development review ▪ You take personal responsibility for gaining and applying new skills.
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the companies Health and Safety policies, procedures and systems.	▪ You understand and consistently meet your obligations under Allied Press Ltd.'s health, safety and wellbeing policies and procedures. ▪ You actively encourage and challenge your peers to work in a safe manner.
Other Duties	
From time to time you may be required to undertake duties in addition to those outlined but which fall within your capabilities and experience.	▪ You respond positively to requests for assistance in your own and other areas, demonstrating adaptability and willingness.
Looking for opportunities to improve systems, processes and work practices – both within your own areas of responsibility and the organisation as a whole.	▪ 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.

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 your manager as part of the performance development process.

PERSONAL SPECIFICATION

This section is designed to capture the expertise required for the role to be fully effective. 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
Education and Qualifications	▪ NCEA Level 3 in English. ▪ Full NZ driver's licence.	▪ Undergraduate degree/diploma in Journalism, Public Relations and/or Communications.
Knowledge, Skills and Experience	▪ Previous journalism/reporting experience gained by working in print and digital media. ▪ Excellent written and oral communication skills. ▪ Good photographic skills. ▪ A high level of attention to detail. ▪ A good level of understanding and experience working with social media.	▪ Experience working with Video. ▪ Website management experience.
Personal Qualities	▪ Dependable, honest and ethical; shows a high level of personal judgment. ▪ Acts with discretion at all times. ▪ Ability to build effective, constructive working relationships with a wide audience. ▪ Adaptable and flexible – open to change (positive or negative). ▪ Focused on providing a high level of customer service. ▪ Initiative and ability to work without supervision. ▪ Cooperative - job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. ▪ High level of personal initiative - job requires a willingness to take on responsibilities and challenges. ▪ Forward thinking and change ready – able to think beyond the current brief in order to strengthen the business. ▪ A high level of personal drive, initiative and judgment. ▪ Is able to effectively prioritise work in light of competing demands. ▪ Remains focused and calm when faced with the need to deliver to tight timelines.	

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:

....

Employee Date

....

Manager Date