

**POSITION DESCRIPTION**

|                                 |   |  |
|---------------------------------|---|--|
| <b>POSITION:</b>                | Radio Announcer –Show Host  |  |
| <b>LOCATION:</b>                | Te Reo Irirangi o Maniapoto (Office Studios) 96a Rōrā Street, Te Kūiti or at such place as reasonably required by the employer to meet the needs of the business, or otherwise as approved by the Group Chief Executive Officer or delegated authority. |  |
| <b>TYPE OF POSITION</b>         | Casual  |  |
| <b>RESPONSIBLE TO:</b>          | Station Manager   |  |
| <b>DIRECT REPORTS:</b>          | Nil   |  |
| <b>BUDGET RESPONSIBILITY:</b>   | As per approved budget  |  |
| <b>DATE:</b>                    | July 2023   |  |
| <b>FUNCTIONAL RELATIONSHIPS</b> | Internal<br>Chief Executive Officer<br>Chief Financial Officer<br>Chairperson<br>Board Trustees<br>Subcommittees<br>Management Team<br>Staff  | External<br>Members of the Public<br>Crown/Government agencies<br>District and Regional Councils<br>Legal Advisors<br>Auditors<br>Regional Management<br>Committees<br>External Service Providers<br>Marae, Whānau, Hapū and Iwi |

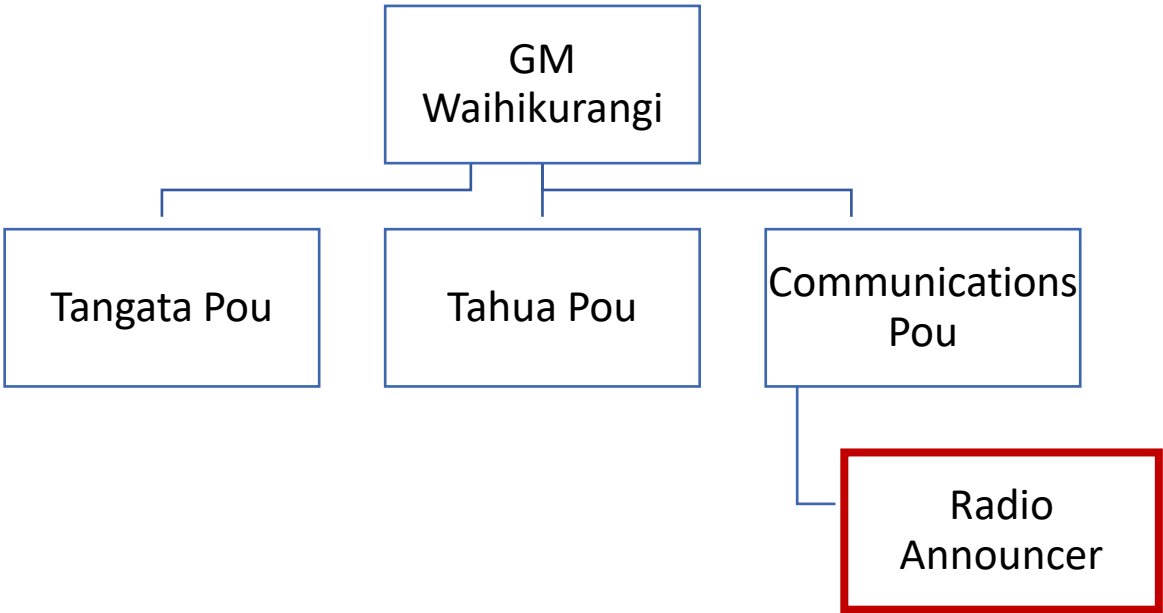
**PURPOSE OF POSITION**

- The Radio Announcer will uphold the identity and integrity of Ngāti Maniapoto and reflect the voice of Maniapoto descendants.
- The Radio Announcer will deliver a daily radio show that informs and entertains, as well as promotes and showcases Maniapoto mita, identity and history.
- The position supports the strategic intent of Te Nehenehenui to provide whānau, hapū and iwi development activities to operate, promote and facilitate radio communication, broadcasting and media services in Te Reo Māori and Tikanga Māori with a unique Maniapoto perspective.
- The position will support the GM Waihikurangi or delegated authority to bring iwi events, activities and issues to their listeners both within an on-air footprint area and around the world via online activity.
- The position requires an organised self-starter, proficiency in Te Reo Māori and Tikanga, who has great creative abilities, good networks and strong production skills.

**LEVEL / GRADE:**

Intermediate

**PLACE IN ORGANISATION**



THE FOLLOWING KEY TASKS AND DUTIES ARE REQUIRED TO REACH THESE OBJECTIVES

| KEY  | ACCOUNTABILITY | EXPECTED   | RESULTS | KEY PERFORMANCE INDICATORS   |
|--|----------------|--|---------|--|
| EXPECTED   | RESULTS        | EXPECTED   | RESULTS | EXPECTED RESULTS   |
| KeyfierforMaiw-A   |                | KeyfierforMaiw-A   |         | KeyfierforMaiw-A   |
| VE   |                | VE   |         | VE   |
| On Air Host Responsibilities   |                |  |         |  |
| <ul style="list-style-type: none"> <li>• Curate and produce a daily show of a consistently professional standard.</li> <li>• Ensure all content adheres to Rereahu-Maniapoto, tikanga and kawa.</li> <li>• Ensure all content adheres to Te Nehenehenui policies and procedures.</li> <li>• Generate and maintain on-air/online audience engagement.</li> <li>• Participate in the production of generic multi-platform content.</li> <li>• Ensure that programme content and language is within the values of Te Nehenehenui and exceeds the minimum standards of broadcast acceptability.</li> <li>• Development and training opportunities in On-Air presentation, interviewing, audio production, and Te Reo are undertaken.</li> <li>• Participate in On Air AirChecks with Head of Content or another qualified person.</li> </ul> |                | <ul style="list-style-type: none"> <li>• Show is of a consistently professional standard and adheres to and meets all standards.</li> <li>• On-air audience engagement is generated and maintained.</li> <li>• Undertake training as agreed to.</li> </ul> |         | <ul style="list-style-type: none"> <li>• The Show meets all tasks to the satisfaction of GM Waihikurangi or delegated authority within given timeframes, and consistent with best practice standards and organizational policies and procedures.</li> <li>• Participation in all events/meetings.</li> <li>• All key milestones including reporting against performance goals are timely, clear and relevant.</li> </ul> |

| KEY ACCOUNTABILITY  | EXPECTED RESULTS  | RESULTS  | KEY PERFORMANCE INDICATORS  |
|---|---|--|---|
| EXPECTED RESULTS  | EXPECTED RESULTS  | RESULTS  | EXPECTED RESULTS  |
| <p>•</p> <p><b>KeyfierforMaiw`A</b></p> <p><b>VE</b></p>  | <p>•</p> <p><b>KeyfierforMaiw`A</b></p> <p><b>VE</b></p>  | <p>•</p> <p><b>KeyfierforMaiw`A</b></p> <p><b>VE</b></p>   | <ul style="list-style-type: none"> <li>• Participate in Outside Broadcast Livestreams, On Location events and promotions when required.</li> <li>• Attend weekly whakamoemiti, staff and production meetings.</li> <li>• Assist with other duties, as required by the GM Waihikurangi and/or delegated authority</li> </ul> |
| Relationship Management   |   |  |   |
| <ul style="list-style-type: none"> <li>• Establish, manage, and maintain close working relationships with all internal and external contacts.</li> <li>• Share expertise and best practice in project and cultural management to drive progress and support the integration of tribal and organisational values in project solutions and community projects.</li> <li>• Attend and support tribal events and events as directed by GM Waihikurangi or delegated authority, in order to maintain positive relationships with Maniapoto people.</li> <li>• To communicate outputs and outcomes of projects to the wider Maniapoto community and stakeholders where relevant.</li> </ul> | <ul style="list-style-type: none"> <li>• Effective, professional relationships and partnerships are developed and maintained with internal and external contacts.</li> <li>• Information and knowledge conveyed is accurate and timely and conveyed in a confident and professional manner.</li> <li>• Importance of maintaining integrity of stakeholder relationships and ensuring mechanisms promote best possible outcomes aligned to strategic vision of the Trust</li> <li>• The Trust is seen to be responsive and constructive to all matters around communications of events, projects, and developments.</li> </ul> | <ul style="list-style-type: none"> <li>• A full professional image is conveyed in public fora at all times.</li> </ul> |   |

| KEY EXPECTED  | ACCOUNTABILITY RESULTS   | EXPECTED RESULTS  | RESULTS          | KEY PERFORMANCE INDICATORS |
|---|--|---|------------------|----------------------------|
| EXPECTED  | RESULTS  | EXPECTED  | RESULTS          | EXPECTED RESULTS           |
| .   | .  | .   | .                | .                          |
| KeyfierforMaiw`A  | KeyfierforMaiw`A   | KeyfierforMaiw`A  | KeyfierforMaiw`A | KeyfierforMaiw`A           |
| VE  | VE   | VE  | VE               | VE                         |
| <b>Team Contribution and Participation</b>  |  |   |                  |                            |
| <ul style="list-style-type: none"> <li>Contribute to the development, efficiency, and on-going success of the Te Nehenehenui, Waihikurangi Trust and Te Reo Irirangi o Maniapoto.</li> </ul>  | <ul style="list-style-type: none"> <li>Planned individual and team professional development activities are completed.</li> <li>Planned individual and team performance management activities are completed.</li> </ul>   | <ul style="list-style-type: none"> <li>Tasks/projects are completed to the satisfaction of the GM Waihikurangi or delegated authority, and are consistent with organisational policies and best practice standards.</li> </ul>            |                  |                            |
| <b>Health and Safety</b>  |  |   |                  |                            |
| <ul style="list-style-type: none"> <li>Proactively participates in and complies with all health and safety policies and procedures.</li> <li>Responsible for the maintenance of a safe and healthy work environment for self and others.</li> <li>Participate in training relating to health and safety when required.</li> </ul>           | <ul style="list-style-type: none"> <li>Complies with all Te Nehenehenui Health and Safety Policies, procedures, and systems.</li> <li>Ensure that he/she works safely at all times and encourages others to do the same.</li> <li>Report hazards and accidents.</li> <li>Takes initiative to fix hazards or elevate issues to the appropriate health and safety leadership.</li> <li>All workplace accidents and incidents are reported, and remedies are put in place.</li> </ul> | <ul style="list-style-type: none"> <li>Promote a positive Health and Safety culture in the workplace.</li> </ul>  |                  |                            |
| <b>General Business</b>   |  |   |                  |                            |
| <ul style="list-style-type: none"> <li>Carry out such other tasks as requested by the GM Waihikurangi or delegated authority.</li> <li>Drive and complete key projects to efficiently and effectively deliver objectives, oversight of suppliers (where relevant) to ensure alignment of outcomes, resources and work programme.</li> </ul> | <ul style="list-style-type: none"> <li>Undertake other duties as may be reasonably required from time to time.</li> </ul>  | <ul style="list-style-type: none"> <li>Tasks/projects are completed to the satisfaction of the Trust consistent with policies and best practice standards.</li> <li>The work programme is efficiently and effectively managed.</li> </ul> |                  |                            |

## PERSON SPECIFICATION

| Education and Qualification  | Knowledge and Experience Required   |
|--|---|
| <ul style="list-style-type: none"> <li>• A relevant qualification in Broadcasting (or equivalent work experience) is desirable.</li> <li>• Evidence of competency in Microsoft Office applications, particularly Word, Excel, PowerPoint web, and graphic packages.</li> <li>• Current NZ Full Driver's licence.</li> </ul>  | <ul style="list-style-type: none"> <li>• Proven professional experience and sound judgement within broadcasting, news and current affairs.</li> <li>• Strong understanding of MFM's target audience, values and stakeholders.</li> <li>• Competency in Te Reo Māori and apply Tikanga to work and experience incorporating kaupapa Māori into work practices.</li> <li>• An understanding of contractual agreements and regulations as they apply to on-air, broadcasting, content creation and digital media.</li> <li>• Excellent relationship development and networking skills.</li> <li>• Experience working in Iwi/Māori organisations.</li> <li>• Able to work at a computer for long periods of time.</li> <li>• Experience working as an effective and participatory team player.</li> </ul>   |
| <b>Specific Skills and Abilities</b>   |   |
| <ul style="list-style-type: none"> <li>• Well-developed Interpersonal and communication skills, with the ability to assimilate and communicate knowledge and information clearly and succinctly.</li> <li>• Has a good knowledge of Te Reo and Tikanga Māori;</li> <li>• Understands and applies the principles of te reo me ona tikanga o Maniapoto in the Trust's various strategic, management and operational activities.</li> <li>• Respects values and works in partnership with stakeholders in a manner consistent with the Treaty of Waitangi.</li> <li>• Able to rise to the challenge of meeting and exceeding expectations within a Board environment.</li> <li>• High level of innovation and ability to problem solve.</li> <li>• Adaptive to a changing environment.</li> <li>• Self-motivated and able to work unsupervised, using own judgment and initiative when necessary.</li> <li>• Excellent time management and organisational skills.</li> <li>• An outstanding, engaging communicator, required to inspire colleagues, as well as whānau, hapū and iwi, able to establish effective and collaborative networks.</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to follow policies and procedures and instructions from others.</li> <li>• Can establish and maintain positive working relationships.</li> <li>• Able to consult with and provide a service to others.</li> <li>• Ability to assimilate new knowledge quickly.</li> <li>• A high standard of discretion, maturity, integrity, reliability, and loyalty.</li> <li>• A positive attitude.</li> <li>• Level headedness and patient with others.</li> <li>• Able to apply rules, principles and systems learned in one context to a different context.</li> <li>• Able to establish relationships and use social skills.</li> <li>• Able to focus energy and apply a consistent set of beliefs and priorities in pursuit of goals; works hard, perseveres, and has drive.</li> <li>• High standard of personal presentation at the corporate level, including the use of tact and diplomacy.</li> <li>• Manages change and ambiguity.</li> </ul> |

## CONDITIONS OF EMPLOYMENT

You are required to abide by all Te Nehenehenui Policies and Procedures.

### Health and Safety

The hazards which the successful applicant may be exposed to in the course of undertaking these duties include:

|                          |   |
|--------------------------|---|
| <b>Plant / Equipment</b> | Visual display unit, keyboard, mouse, laptop  |
| <b>Physical</b>          | Substandard housekeeping (i.e. tripping over work items, uneven floor surface / slippery walkways (when wet), steep stairs) |
| <b>Other / Tasks</b>     | Repetitive use – mouse and keyboard   |

### Changes to Position Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. Such change may be initiated as necessary by the GM Waihikurangi and will be discussed with the incumbent prior to implementation. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.