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| **Position Description****Gwydir News Editor** |
| **Reports To**GLR Training Coordinator | **Supervisory Responsibilities**Editorial AssistantAccounts and Distribution Coordinator |
| **Applicable Award**Local Government (State) Award 2020 |
| **Overall purpose of the position**To rejuvenate the Gwydir News by sourcing and creating compelling content that is consumer relevant, whilst increasing income from advertising and sales. This position is for 30 hours per week (flexible) with some weekend work required. This role is for an initial term of six months with a review of the position at that time.  |
| **Tasks and responsibilities****Journalism/Editorial Duties** * Identify story ideas, prepare, rewrite and edit copy to improve readability
* Read copy or proof to detect and correct errors in spelling, punctuation, and syntax.
* Coordinate online and print publishing cycle and manage content areas
* Set publication standards and establish goals and expectations
* Develop stories and generate headline ideas in alignment with targeted audience’s preferences
* Comply with media law and ethical guidelines
* Meet deadlines and budget requirements
* Develop strong relationships with community groups and organisations to encourage the submission of community content.

**Advertising Sales*** Locate and contact potential clients to offer their firm’s advertising services
* Explain to clients how specific types of advertising will help promote their products or services in the most effective way possible
* Provide clients with estimates of the costs of advertising products or services
* Process all correspondence and paperwork related to accounts
* Prepare and deliver sales presentations to new and existing clients
* Inform clients of available options for advertising art, formats, or features and provide samples of previous work for other clients
* Recommend appropriate sizes and formats for advertising

**Layout*** Compile publication layout (artwork, design, photography) and check content for accuracy and errors
* Utilise Adobe Indesign to assemble text, photographs and other content in an aesthetically pleasing and easy-to-read arrangement.
* Prepare advertisements for clients as required.

**Distribution*** Responsible for liaising with print press to ensure pages are forwarded for weekly printing, confirming delivery details to ensure the papers are arriving at their destinations and finally distributing the paper for delivery in Warialda and throughout the state.

**Staff Supervision*** Manage and provide leadership to support staff.
* Ensure the area of your responsibility is maintained and operated in accordance with Council’s policies and procedures.

**Work Health & Safety*** Implement, maintain and review procedures and guidelines to ensure that workers under your supervision comply with workplace health & safety requirements for the proper protection of yourself, staff, users and members of the public.

**Risk Management*** Develop and implement hazard identification and risk management procedures for your area of responsibility.

**Financial Accountability*** Preparation, monitoring and reporting of budgets associated with Gwydir News
* Purchases are within delegated authority
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| **Requirements of the Role.****Essential*** Excellent oral and written communication skills with a strong background in writing/editing/proofreading and an excellent portfolio.
* Keen interest in local issues and current events.
* Good working knowledge of MS Office and InDesign, Photoshop or other publishing tools.
* Degree or relevant experience in Journalism or a related field.
* Strong attention to detail and the ability to visualise the final product during the design process
* Proven ability to work independently and with others in a fast-paced, team-orientated environment
* Strong organisational skills with the ability to prioritise workloads with competing demands.
* Well-developed interpersonal skills including the ability to clearly communicate with internal and external stakeholders.
* Current Class C drivers licence.
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| **Equal Employment Opportunity**The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant’s abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position. |
| **Workplace Health and Safety**The employee has an obligation and responsibility to ensure the employee does not place themselves or others at risk of injury or illness. So as to meet this obligation the employee shall:* Adhere to Work Health and Safety (WH&S), obligations and adopt sound working practices.
* Follow all safe working procedures and practices designed for the employee’s work.
* So as to avoid, eliminate or minimize potential hazards when the employee becomes aware of a potential hazardous work related condition or practice, either eliminate where practical such conditions or practice, or report, or advise the employee’s supervisor of same as soon as possible.
* Ensure that instructions to protect the employee’s health and safety are followed and all personal protective equipment provided is used and maintained.
* Ensure that the risk management process is followed and that hazard inspections and risk analysis (assessment) are conducted regularly in areas which are the responsibility of the employee.
* Comply with any WH&S Responsibility and Accountability Statement adopted by Council from time to time.
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| **Employment Declaration** * I agree with and understand the requirements of my employment, as detailed in this position description.
* I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
* I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
* I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
* I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
* I will take reasonable care for my own health and safety.
* I will take reasonable care for the health and safety of others.
* I will comply with any reasonable instruction by the Gwydir Shire Council.
* I will cooperate with any reasonable policies and procedure of the Gwydir Shire Council.
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| **Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **­­­­­­­­­­­­­­****Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |