



## **Job Description**

### **Head of News (SLTV)**

#### **Introduction**

Sheffield Live TV (SLTV) is the new local television channel for Sheffield co-located with Sheffield Live community radio and part of a new cross platform media offer for the local community. News programming will be at the heart of the new cross platform approach with regular bulletins on both radio and TV, a flagship early evening local TV news programme and a news feed to web and mobile.

The Head of News will be responsible for leading a team of radio, TV and online news reporters including news journalism apprentices, student reporters and community correspondents. They will build a network of sources including hyperlocal news partners and will build relations across the city with the public and private sector and with neighbourhood-based and specialist organisations.

The Head of News will report to the Programme Manager.

#### **Job Description**

1. To be responsible for leading the news team to deliver a daily suite of news stories for radio, TV and online, packaged bulletins for radio and TV, and a flagship daily TV news strand.
2. To convene the daily editorial conferences, identifying and selecting stories, planning and prioritising work assignments to the team and follow-up monitoring and supervision.
3. To coordinate a diverse team including news journalism apprentices, student reporters and community correspondents and engaging with a wide network of local news sources.
4. To ensure compliance checks for all news stories including with the Broadcasting Code.
5. To provide news quality control and to ensure effective and efficient news work flow.
6. To maintain good relations with BBC local and regional news managers and to ensure SLTV meets its targets for the delivery of diary stories on a daily basis to the BBC region.
7. To seek out other opportunities for news story syndication and revenue generation.
8. To maintain and assure a robust and accessible media asset management system to support news production including reliable systems for tagging, cataloguing and archiving.
9. To provide or organise training and mentoring for staff, student and volunteer reporters.
10. To undertake such other tasks as may be reasonably required.

In carrying out these duties the post holder will be required to respect all internal policies and procedures of Sheffield Live including on equal opportunities and health and safety.

# Person specification

## Head of News (SLTV)

### Essential requirements

- Relevant degree, or other relevant qualifications or experience
- Extensive experience of broadcast news reporting and production
- Experience of news reporting and editing for online platforms
- Understanding of news workflow and news asset management
- Excellent organisational and management skills
- Excellent communication and report writing skills
- Able to work to deadlines in a dynamic environment
- Ability to work effectively with a diverse range of stakeholders
- Empathy with the ethos, aims and objectives of Sheffield Live

### Desirable requirements

- News editing experience in a broadcast environment
- Knowledge of programme scheduling for radio and/or TV
- Skills and/or experience in web design and development
- Familiarity with and user of social media platforms

# Terms and conditions

## Head of News (SLTV)

### Salary

Salary, according to experience, in the range £26,000 to £32,000 per annum.

### Pension

Sheffield Local Television Ltd offers an employer's contribution of 6 per cent of gross salary offered via a Group Stakeholder Scheme for salaried staff.

### Location

Sheffield Live, 15 Paternoster Row, Sheffield S1 2BX

### Holidays

25 days annual leave plus bank holidays, pro rata.

### Hours

Full-time, 35 hours per week. Flexible working required including some evening and weekends.

### Trade union

The person appointed is encouraged to belong to an appropriate trade union.

### Duration and probationary period

The post is subject to a probationary period of three months and annual or more frequent performance based review thereafter.

### Applications

By submission of CV and a covering letter outlining relevant experience and motivation, with examples of similar work undertaken for other clients and a minimum of 2 referees.

Applications should be sent to: [jobs@sheffieldlive.org](mailto:jobs@sheffieldlive.org) including the job title as reference.

Deadline for applications: 6 June 2014