



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Digital Media Reporter</b>
<b>Division/Programme</b>	SPC Communications Division
<b>Location:</b>	Suva
<b>Reporting to:</b>	Pacific Way Team Leader (matrix to Communications Coordinator)
<b>Number of Direct Reports:</b>	<b>0</b>
<b>Purpose of Role:</b>	The Digital Media Reporter will be the key reporting role providing engaging, human-interest stories, visual content, social media content and short video content for social media and Pacific Way across our Blue Pacific region. This role is designed for someone who is curious, has an appetite for story telling in and across Pacific communities, understands how users are best engaging with content in the region and is able to provide multi-platform style reporting in line with consistent rules, standards, grammar and spelling.
<b>Date:</b>	December 2023

### Organisational Context and Organisation Chart



## Key Result Areas (KRAs):

This role is designed for someone with an appetite for showcasing genuine Pacific stories from the diverse, rich and dynamic cultures across the Pacific region. It is designed to support the translating of these stories to ensure they can be shared across both social media and digital platforms and in traditional programs such as SPC's Flagship Program, the Pacific Way.

The role will work with and alongside both the SPC Communications Division (including Pacific Way and communications teams) as well as with SPC Divisions to elevate and support increased story telling of the work and people doing exceptional things across our region.

***The performance requirements of the Key Result Areas are broadly described below***

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<b>KRA#1: Produce, curate, edit video, written and visual content within SPC branding guidelines for social media, web and television (60%)</b>	<ul style="list-style-type: none"> <li>• Production of a minimum of 20 stories a year across multiple digital platforms (video, written, podcasts etc)</li> <li>• Collection of high-resolution imagery, footage, human interest stories</li> <li>• Set up and follow through on interview requests and engagement</li> <li>• All necessary approvals from countries are sought and provided before publishing where needed</li> <li>• Publishing of content on relevant platforms timely, accurate and in line with best practice (web, socials, youtube etc)</li> </ul>
<b>KRA#2: Coordinate with Divisions to support storytelling in timely and responsive manners (20%)</b>	<ul style="list-style-type: none"> <li>• Lead coordination with Divisional teams to ensure content is captured and delivered quickly.</li> <li>• Publishing of content on social media immediately based on necessary coordination and approvals.</li> <li>• Ensuring regular stories are being published that represent diversity including subregional voices from across the Pacific, youth, women, and marginalised communities such as LGBTIQ+ communities.</li> </ul>
<b>KRA#3: Reporting and evaluation (10%)</b>	<ul style="list-style-type: none"> <li>• Be responsible for contributing to monthly reports and providing necessary reporting data to Divisions where needed.</li> <li>• Ensuring all meta data tags are correct to ensure reporting mechanisms effective with support from Communications Coordinator</li> </ul>
<b>KRA#4: Support One SPC communications actions (10%)</b>	<ul style="list-style-type: none"> <li>• Provide support through the guidance of the Communications Coordinator and Pacific Way Team Leader to monthly newsletters, content dissemination plans</li> </ul>

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

## Most Challenging Duties Typically Undertaken (Complexity):

- Coordination of story identification and working alongside Divisions and SPC teams to ensure the stories are human interest focused and showcase the diversity and work across the Pacific region

## Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• Donors/Partners</li> <li>• Community and government interviewees</li> </ul>	<ul style="list-style-type: none"> <li>• Content coordination and approvals</li> <li>• Interviews and scheduling</li> <li>• Story sourcing</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Divisional Communications teams and technical teams</li> <li>• Member based Comms staff</li> <li>• Executive Office</li> </ul>	<ul style="list-style-type: none"> <li>• Content Coordination</li> <li>• Support and advice</li> <li>• Co-development of content</li> </ul>

## Level of Delegation:

Routine Expenditure Budget: *Nil*

Budget Sign off Authority without requiring approval from direct supervisor: Nil

## Personal Specification:

### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Bachelor's degree in relevant communications area or in story production, media or digital strategy</li> </ul>	

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 4-5 years of professional experience in the media, digital storytelling or communications fields, with a strong focus on online/social media communications</li> <li>• Professional working knowledge of English including written</li> </ul>	<ul style="list-style-type: none"> <li>• Video editing, photography skills</li> </ul>

### Key Behaviors

All employees are measured against the following **Key Behaviors** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

## Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

### Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.