Job Description

ASSISTANT NEWS EDITOR, GUARDIAN AUSTRALIA

<table>
<thead>
<tr>
<th><strong>Department</strong></th>
<th>Editorial</th>
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<td><strong>Reports to</strong></td>
<td>Deputy editor, Guardian Australia</td>
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<tr>
<td><strong>Normal location</strong></td>
<td>Sydney or Melbourne (preferred)</td>
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**Terms and conditions**
- Full-time
- 12-month fixed term contract
- Working on a seven-day roster with early starts or late finishes

**Purpose of role**
Working alongside other desk editors, the assistant news editor will be responsible for planning, editing and commissioning news stories for Guardian Australia

**Key responsibilities and accountabilities**

- Help set Guardian Australia’s news agenda by planning, editing and commissioning breaking news stories for the site
- Monitor news sources, eg wire services, news websites, social media and broadcast media for stories and issues which will provide distinctive packages for the Guardian and significant breaking news
- Commission correspondents/reporters
- Edit copy, check headlines
- Ensure all potential legal issues resolved prior to publishing
- Ensure Guardian stories are well placed and optimised
- Plan and commission news features in all media
- Develop ideas and help to allocate resources for stories
- Engage with readers/users in an imaginative way
● Devise innovative and interesting ways of telling stories

● The ability to deliver feedback to reporters and to accept feedback from senior editors.

● Ability to plan for news events and projects as well as keep daily diary

● Write news stories as required

**Key contacts and relationships**

Guardian Australia news desk, Asia-Pacific international desk, production desk, reporters, writers, audience team, comment desk, culture desk, picture editor, multimedia desk

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**PERSON SPECIFICATION**

**Knowledge and experience**

● Good grasp of national and international news

● Experience of working in a fast changing and pressurised environment, preferably on a news website

● Understanding of the unique time pressures involved in digital journalism

● Knowledge/awareness of the demands of digital platforms

● Good understanding of digital journalism

● Significant journalistic experience

● Good understanding of Guardian values

● Good understanding of media law

**Skills / behaviours**

● Editing skills

● Good writing and commissioning skills

● Good news judgment

● Speed and accuracy

● High attention to detail

● Efficient

● Good interpersonal skills

● Persuasive
- Ability to influence
- Decisive
- Team player
- Confident and assertive
- Diplomatic
- Enthusiastic and proactive
- Flexible and adaptable
- Willing to embrace change and show initiative

*This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment and, as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.*