## Job Description

**INVESTIGATIONS 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>Editor, Guardian Australia</td>
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<td><strong>Normal location</strong></td>
<td>Sydney or Melbourne</td>
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<td><strong>Terms and conditions</strong></td>
<td>12-month contract, full-time</td>
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<td><strong>Purpose of role</strong></td>
<td>Undertake agenda-setting investigations and oversee investigations by Guardian Australia staff</td>
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### Key responsibilities and accountabilities

- Devise and undertake high-impact investigations for Guardian Australia and oversee investigations by other staff
- Identify stories that require deeper analysis and investigation and, with the editor and senior team, assess and prioritise proposed investigations
- Manage and mentor staff members seconded to the investigations team
- Acquire and nurture contacts
- Take lead on global investigations in cooperation with UK and US offices
- Produce clean, accurate copy to deadline
- Conceive of innovative ways to tell investigative stories on a digital platform
- Check stories for accuracy and legal compliance, ensure all potential legal issues resolved prior to publishing
- Work with the newsdesk and communicate well with editors and colleagues about stories and ideas
- Work on collaborative reporting projects with other reporters, news editors, data specialists and multimedia journalists
Use social media as part of our commitment to open journalism and engagement with our audience

**Key contacts and relationships**

Guardian Australia news desk, reporters, writers, visuals/ multimedia desk

**PERSON SPECIFICATION**

**Knowledge and experience**

- Previous experience of breaking agenda setting news
- Experience of working in a fast changing and pressurised environment, preferably on a news website
- Significant journalistic experience, including conducting complex investigations
- Good understanding of Guardian values
- Good understanding of media law

**Skills / behaviours**

- Good writing and commissioning skills
- Good news judgment
- Speed and accuracy
- 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.