## Job Description

**SENIOR BUSINESS REPORTER, GUARDIAN AUSTRALIA**

<table>
<thead>
<tr>
<th><strong>Department</strong></th>
<th>Editorial</th>
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<td><strong>Reports to</strong></td>
<td>News editor, Guardian Australia</td>
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<td><strong>Normal location</strong></td>
<td>Sydney or Melbourne, but other locations in Australia will be considered</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>To generate news stories, including exclusives and investigations, multimedia and analysis on Australian business matters, including breaking news</td>
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### Key responsibilities and accountabilities

- Producing clean, accurate copy to deadline
- Generating ideas (including regular off-diary), breaking exclusives, conducting investigations
- Understanding companies, markets and the economy, particularly the impact they have on consumers, shareholders and citizens
- Australian business diary planning – advance planning, weekly diary schedules, overnight planning
- Acquiring and nurturing contacts
- Combining financial and economic literacy for great storytelling
- Checking stories for accuracy and legal compliance
- Expanding knowledge of business, economics, finance and corporate social responsibility to generate ideas and compelling stories
- Working with the desk to set priorities for coverage and translate into first-rate writing
Spotting the broader social and political impact of business and economic decisions

Being confident in directing business coverage

Communicating well with editors and colleagues about stories and ideas

Collaborating on stories with other reporters where they require specialist input

Working on collaborative reporting projects with other reporters, news editors, data specialists and multimedia journalists

Using social media as part of our commitment to open journalism and engagement with our audience

**Key contacts and relationships**

Guardian Australia news desk, UK/US business writers/desk

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**PERSON SPECIFICATION**

**Knowledge and experience**

- Specialist knowledge of the business sector
- Solid journalistic experience on a news publication
- Experience of filing to daily deadline
- Live blogging experience
- Shorthand
- Good understanding of IT and digital journalism
- Understanding of media law/ legal compliance/potential legal problems
- Familiarity with the Guardian's editorial code and values

**Skills / behaviours**

- Strong critical judgement
- Ability to gather information and write quickly
- Meticulously accurate
- Ability to work autonomously and accept direction from editors
- Ability to deal with complex subject matter
- Self-starter
- Calm under pressure
- Enthusiastic
- Tactful
- Confident and assertive
- Collaborative
- Personable, able to gain the trust of contacts
- Versatile
- Resilient

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.