

# Plains Producer

Papers & Publications Pty Ltd ABN 58 007 718 trading as:

## POSITION DESCRIPTION

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<b>Title of Position:</b>	<b>Cadet Journalist / Journalist</b>
<b>Term:</b>	<b>Full time OR Permanent Part time</b>
<b>Probation:</b>	<b>6 months</b>
<b>Remuneration:</b>	<b>Country Press Australia awards</b>
<b>Company:</b>	<b>Papers &amp; Publications Pty Ltd trading as the Plains Producer newspaper; Two Wells &amp; Districts Echo</b>
<b>Location:</b>	<b>MAIN: 274 Main North Road, Clare; SECOND: 9 Howe Street, Balaklava</b>
<b>Reports to:</b>	<b>Editor</b>
<b>Reviews:</b>	<b>Quarterly</b>

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**I. Papers and Publications Pty Ltd trading as The Plains Producer, Newspaper; Two Wells & Districts Echo**

The Plains Producer is a weekly newspaper based in Balaklava and Clare, circulating throughout the Adelaide Plains, Lower North and Mid North of South Australia.

The distribution region covers from Virginia and Angle Vale in the south, along the coast to Orroroo in the north, then back through the Clare and Gilbert Valleys.

With 3,500 copies sold each week, this award-winning country newspaper has a weekly print readership of approximately 10,000 plus 2,000 online readers.

The primary purpose is to provide news, information and advertising to the people of this area.

It offers businesses, clubs, and individuals an unbiased medium to convey their message.

Our team has grown from two full-time employees in the 1980s to nearly 15 full-time equivalents in 2017.

Our online internet readership is increasing and we are always looking for more ways to provide our customers new ways of building their business.

Some of our business values are: honesty, quality, family, team-work, time management, fun, rewarding workplace, fulfillment, originality, and reputation.

We also publish a monthly free newspaper, Two Wells & Districts Echo. This circulates in Two Wells, Lewiston, Virginia and Angle Vale.

**II. Purpose of the position**

Based in our Clare office, you will be responsible for gathering and compiling news stories and photographs for the Plains Producer and/or the Two Wells and Districts Echo newspapers. You will be given news gathering rounds (refer to Weekly General Responsibilities document) which could include Federal, State and Local Council reporting, sports reporting, Clare & Gilbert Valleys and Jamestown rounds, and people profiling and news and advertising feature writing. Completing regular tasks assigned by the editor Les Pearson. There also will be some general office duties including phone answering, serving customers at the counter and occasionally assisting the office manager with general office tasks.

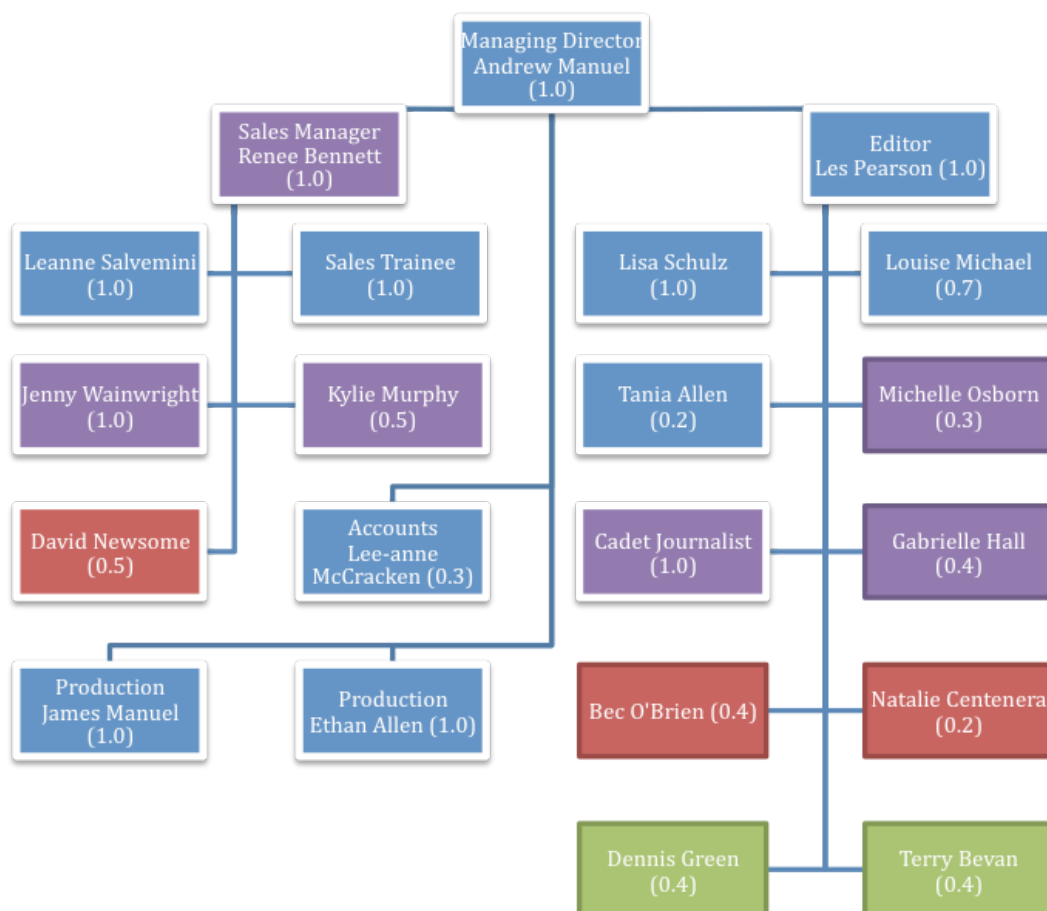
**III. Key Accountabilities**

1. News reporting as assigned by the Editor
2. News gathering by phone and face-to-face with clients
3. Feature writing as assigned by the Sales Manager
4. Maintain positive a relationship with clients and customers
5. Participate in planning and team meetings and chore rosters
6. Proof reading with a focus on accuracy

**IV. Reporting Relationship**

1. Editor
2. Office Manager
3. General Manager

**V. Organisation Structure**



**VI. Skills Required:**

- *Skills and Knowledge*
  - Newspaper writing skills
  - Photography knowledge
  - Customer service
  - Face-to-face negotiations
  - Spelling and grammar
  - Local business awareness
  - Computer and email knowledge
  - Time management
  - Ability to work to a deadline
- *Communication*

Communicates clearly and positively using approaches suitable to customers and staff, both verbally and in written instructions.
- *Team-work*

Shows commitment to the team and finds the best solutions by working positively and co-operatively with others.
- *Change management*

Adapts readily to change and willing to work with Managers to adapt to any issues that may need addressing.

**VII. Qualifications**

- *Essential*
  - Current driver's licence
  - SACE
- *Desirable but not essential*
  - Previous reporting and writing experience

**VIII. Personal Attributes**

- A positive attitude is essential
- Willingness to learn and grow

**IX. Other**

- Some out of office work will be required including trips to other towns to cover news events and interviews.
- After hours work will be required including weekends. Time off in Lieu (TOIL) is used to level out a 38 work-hour week.
- Loss of driver's licence could result in termination of the position.

**X. Applications**

- Applications in writing and hand delivered to 9 Howe Street Balaklava SA 5461
- Address your applications to Andrew Manuel, Managing Director
- Please include two written references
- Use your imagination and write two stories you would like to see published
- If you take photos, include three of them too.
- Applications close 5pm Thursday November 30, 2017.