



DEPUTY PRODUCTION & DESIGN LEAD

(D – Band)

As part of the S189 restructuring process, the above vacancy has become available in the Editorial Production Hub.

The successful applicant will be responsible for assisting in the management of staff and coordinating workflows, in order to deliver accurate, high-quality content, that is visually appealing and completed within deadlines for use across all editorial platforms and content hubs.

Responsibilities:

- Assisting in driving daily productivity and workflow
- Assists with guiding and managing team progress to ensure deadlines are met
- Ensures an efficient shared page and page design workflow is enforced.
- Assists with managing work performance and ensuring staff are accurately briefed on workflows and output
- Drives the team towards the production of high-quality design, layout and accurate content
- Ensures that production deadlines are consistently maintained so as not to cause any delays in the flow of content and pages.
- Has superior knowledge of all aspects of content covered and production processes
- Ensures proper production processes are in place to ensure efficient copy flow and page flow
- Ensures queues are efficiently managed throughout the production cycle
- Monitoring workflow across the streams and liaising with editorial production leadership and relevant stakeholders
- Regularly reviews workflow and technology in order to improve efficiency and quality
- Ensures that the Independent brand is ahead of the competition
- Monitors strict adherence to the Independent Style Guide.
- Ensures consistent adherence to the agreed design, look and feel of the brands
- Ensures adherence to the company's editorial Press code
- Provides staff with regular and timely feedback to improve skills
- May be required to perform other duties as and when required

Minimum Requirements:

- Diploma/Degree in Journalism, layout, design, or a relevant qualification
- 7 to 10 years' experience at a major newspaper publisher or in a magazine environment.
- 4 years of management experience within a newsroom environment
- Superior knowledge of all software required in the Production process
- Superior knowledge of workflow and systems
- Advanced knowledge of journalistic principles, media law, and ethics
- Good knowledge of Google applications (email, sheets, and docs, etc.)
- Well-developed news sense and general knowledge

Job Competencies:

- Ability to apply critical thinking
- Exceptional problem-solving ability
- Meticulous attention to detail
- Strong analytical ability
- Exceptional planning and implementation skills
- Excellent communication skills (listening, writing, and verbal)
- Have strong leadership, coaching, and mentoring skills
- Proactive, innovative, and forward-thinking
- Excellent planning and organisational skills
- Excellent time management
- Ability to work under pressure
- Ability to work quickly and accurately to deadline
- Leading by example
- Good presentation skills
- Ability to manage large teams

Independent Newspapers is committed to its Employment Equity and Affirmative Action plans.

All interested and suitably qualified applicants must submit a completed application form no later than 12 noon on **Wednesday, 06th November 2024** to human resources at:
vacancieskzn@corporateservice.co.za