



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 managing a team 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:

- Drives daily productivity and workflow
- Guides and manages team progress to ensure deadlines are met
- Ensures an efficient shared page and page design workflow is enforced.
- Manages work performance and ensures 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