

SKILLS FRAMEWORK FOR MEDIA SKILLS MAP - CHIEF EDITOR				
Sector	Media			
Sub-sector	TV and Broadcast			
Track	Content Production and Management			
Sub-track	News Reporting and Production			
Occupation	News Editor			
Job Role	Chief Editor			
Job Role Description	<p>The Chief Editor is responsible for leading and managing the news and current affairs editorial teams. He/She sets the direction of the team and oversees the operations of the news and current affairs department. He ensures that the content produced by the department is journalistically sound and meets professional standards. He oversees the editorial budgets and ensures that the financial objectives of the department are being met.</p> <p>He works in a newsroom but is expected to travel out of the office often to engage with external counterparts, newsmakers and other related stakeholders. He does not follow a fixed schedule and works at irregular hours.</p> <p>He ought to be a good leader. He is meticulous as well as tactful enough to be able to manage a team of editors with minimal conflict. He takes direct responsibility for the final broadcast of content. He should possess the ability to communicate with people from all levels within the organisation and should have an eye for detail.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Produce news/current affairs content	Key Tasks	
			Provide leadership and direction for news and current affairs programmes	
			Establish quality standards for news and current affairs programmes	
			Drive collaborations with the programming and sales teams to ensure that news and current programmes achieve goals and requirements	
			Contribute to the commercial success of the publication by coordinating with the executive team	
			Guide teams to deliver on editorial goals by sharing own insights, sources and leads	
			Mentor the editorial team for success by coaching and giving constructive feedback	
	Manage operations	Establishes relationships with key individuals and/or bodies to drive content creation efforts		
		Drive collaborations with key personnel and production members to ensure a consistent approach to programmes		
		Drive collaborations with departments to ensure resources are utilised effectively		
		Approve funding for suitable projects with high monetisation potential		
	Manage teams and/or department	Initiate negotiations on terms for sponsorship in-lieu of on-screen branding		
		Set direction for organisational function on areas such as budgets, work allocations and staffing		
		Manage career development and succession planning for key positions within the function with regards to HR strategies		
		Develop talents and set clear objectives to achieve performance excellence		
		Contribute to the development of the overall business strategy		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Fundraising and Sponsorships	Level 6	Decision Making	Advanced
	Legal and Compliance Management	Level 5	Leadership	Advanced
	News Bulletin Production	Level 6	Developing People	Advanced
	News Editing	Level 6	Problem Solving	Advanced
	News Story Development	Level 6	Resource Management	Advanced
	Production Budget Management	Level 5		
	Social Media Content Creation and Management	Level 6		
Programme Listing	For a list of Training Programmes available for the Media sector, please visit: www.skillsfuture.sg/skills-framework/Media			

The information contained in this document serves as a guide.