



# SEYCHELLES BROADCASTING CORPORATION

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Principal – TV PRODUCTION</b>
<b>Responsible to:</b>	Manager TV Production and On Air Graphics
<b>Salary Band:</b>	Band 05-06

### Key Result Areas

#### FUNCTIONAL

##### **Oversee and be responsible for reliable and high standard outputs on television**

- Work in close collaboration with the producers in monitoring and identifying stories for television/development of projects for new content.
- Review and edit producer's scripts for accuracy, objectivity and content to improve on clarity and quality to ensure that the stories are in line with the SBC's policy and editorial policy.
- Assist the Manager with the day to day running of the TV production section.
- Source and research innovative ways to produce better quality stories, features and programmes.
- Identify potential interviewees, briefing them, preparing interview questions, together with the assigned producer.
- Coordinate and direct live and recorded events
- Develop and maintain local and international contacts.
- Work with Graphics Section to produce captions, maps and statistics slides to be used in stories, features and programmes.
- Produce reports on all matters associated with area of functional responsibility, whenever required

#### STAFFING

##### **Manage and Lead personnel and teams under responsibility.**

Specifically:

- Responsible to ensuring professionalism and high standards in Functional and Behavioural performance.
- Provide coaching and leadership to develop the team(s).
- Monitor performance and ensure efficient utilisation of staff effort
- Review staff performance and provide feedback both as a regular function and as part of the Appraisal process.
- Ensure staff have appropriate training and development plans.
- Ensure staff are trained and equipped to carry out their duties in an efficient, cost effective and safe manner.
- Ensure that under-performance (whether Functional or Behavioural) are addressed in a timely and effective manner, and according to established policies and procedures
- Ownership of Succession Planning for the team(s) under responsibility

#### FINANCIAL

A job description is a written statement of the essential characteristics of the job, with its accountabilities, principal job purpose & results areas. It incorporates a note of the skills, knowledge and experience required for a satisfactory level of performance. It is not intended to be a complete, detailed account of all aspects of the duties involved. Nor does it supplant contractual obligations.

## **Ensure cost-effective utilisation of Resources.**

### *Specifically:*

- Eliminate or Reduce Wastage, where identified
- Continually find ways to perform functions cost-effectively
- Proper Planning to reduce costs
- Ensure equipment & assets are used and maintained properly
- Contribute in Budgeting and Cost-control, where required/requested
- Identify and pursue revenue-generating opportunities

## **EXECUTIVE & STRATEGIC**

### **As part of the Leadership cadre:**

- Advise and Assist the Senior Executives in all matters related to the management of SBC whenever required, commensurate with knowledge, experience and abilities
  - Participate and contribute in the relevant Meetings and other in-house committees
  - Work collaboratively with the Executive Team members and other stakeholders to ensure corporate goals are achieved
  - Represent the SBC on external committees, when mandated to do so.
  
- Assist in Staff Training and Development.
- Contribute to enhancing staff morale and a one-SBC team cohesion
  
- **Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.**
  - Promote Safe & Healthy conduct at work
  - Set a personal example in Health & Safety compliance through:
    - Observing safe working practices as advised and instructed
    - Considering Safety & Health of self and others who may be affected by work activities
    - Be an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
  - Ensure that Safety & Health precautions are implemented and safe-working practices are correctly carried out by all staff under post-holder's control.
  - Report Incidents or Hazards which have led or may lead to injury
  - Build and enhance an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

### **Essential Qualifications/Experience**

- At least 5 years' experience as Journalist.
- Degree in Journalism or related field
- Supervisory & Leadership experience
- Ability to communicate well, verbally and in writing with both internal and external customers.
- Good organisational and time management skills.
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative.
- IT Competent, particularly in use of Email, Microsoft Word and Excel at Intermediate Level

### **Desirable Qualifications / Experience**

- Budgeting and accounts (preparation and control of)
- People Management Experience
- Full Driving Licence

### Core Behavioural Competencies

<b>COMMITMENT</b>	<ul style="list-style-type: none"> <li>• Demonstrates consistent application of focused energy to fulfil obligation and objectives.</li> <li>• Capable of dealing effectively with significant pressure.</li> <li>• Demonstrates a strong results orientation.</li> <li>• Willing and able to put the needs of the organisation before individual or departmental needs.</li> </ul>
<b>JUDGEMENT</b>	<ul style="list-style-type: none"> <li>• Able to reach sound productive decisions and conclusions through a process which includes actively gathering information from a range of sources and perspectives, and honestly assessing the decision-making environment, including the risks and benefits.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Able to communicate with clarity using a range of methods and styles suited to the purpose and audience.</li> <li>• Effectively communicates ideas and is able to get their point across with colleagues and external stakeholders alike.</li> <li>• Able to listen to others.</li> </ul>
<b>TEAMWORK &amp; INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Demonstrates a clear capability to actively contribute as part of a team.</li> <li>• Proactively shares information with others and encourages mutual support.</li> <li>• Able to develop and maintain sound interpersonal relationships with others.</li> <li>• Behaves in a manner that is accepting and inclusive of all people, adapting style, approach and communication accordingly.</li> <li>• Is non-discriminatory and open to changing beliefs and perceptions.</li> <li>• Behaves in a professional and appropriate way to set the right example in the workplace.</li> </ul>
<b>CHANGE CAPABILITY</b>	<ul style="list-style-type: none"> <li>• Demonstrates enthusiasm for change and capability to adapt to changing circumstances.</li> <li>• Contributes new ideas and willing to challenge the status quo.</li> <li>• Has the ability to push the boundaries to seek continuous improvement.</li> <li>• Constantly looks to improve ways of working and shares constructive ideas and suggestions to do this.</li> </ul>
<b>BUILDING RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Puts continuous effort into building and maintaining relationships.</li> <li>• Accepts conflict as an opportunity to strengthen the relationship.</li> <li>• Responds willingly to requests for help and information, where possible.</li> <li>• Is honest and open.</li> <li>• Works collaboratively with others.</li> <li>• Keeps stakeholders up to date with activities and progress to maximise trust.</li> </ul>
<b>ACHIEVEMENT DRIVE</b>	<ul style="list-style-type: none"> <li>• Performs tasks to a high standard.</li> <li>• Has a 'can-do' co-operative style, works hard and likes to get things done.</li> <li>• Is motivated by success and finishing what have started.</li> <li>• Plans and prioritises workload in order of urgency and importance. Able to prioritise effectively and plan flexibly to be able to deal with change.</li> <li>• Capability to structure workload in a realistic way.</li> <li>• Able to take responsibility for ensuring work is completed to a standard which meets expectations</li> <li>• Strives to get things right first-time</li> <li>• Willing and able to use initiative.</li> </ul>