



## SEYCHELLES BROADCASTING CORPORATION

### JOB DESCRIPTION

<b>Post Title:</b>	<b>Principal Sports</b>
<b>Responsible to:</b>	Head of News, Current Affairs & Sports
<b>Salary Band:</b>	Band 07-08

#### Job Purpose

**Team Leader** for the Sports team, overseeing and working in close collaboration with sports journalists and other colleagues to produce and broadcast high quality sports news reports and programmes for both radio and TV.

#### Key Result Areas

#### FUNCTIONAL

**Produce and present quality sports news reports and programmes and ensuring high standard**

- Organise and manage the Sports Unit on a daily basis.
- Chair meetings.
- Edit and approve the final draft of reportages for broadcast.
- Source and research innovative ways to produce better quality and more entertaining sports programme.
- Review and edit journalists stories, radio and TV, for accuracy, content to improve on clarity and quality to ensure stories are in line with SBC's editorial policy.
- Approve assignments and set deadlines.
- Assign duties to journalists and support staff in Sports Unit.
- Coordinate broadcast of live sports events and do live sports commentary.
- Write scripts for sports news stories, features and programmes in strict adherence to SBC's organizational policies and Editorial guidelines.
- Prepare and present sports news and programmes on Radio and TV as and when necessary.
- Coordinate and direct television and radio crews whilst on filming location.
- Produce reports on all matters associated with area of functional responsibility, whenever required.

#### STAFFING

**Manage and Lead personnel and team(s) 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.

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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 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
- Promote team working and effective communication.

## **FINANCIAL**

### **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.
  - Carry out relevant duties which may be assigned by the Deputy and Chief Executive Officer, that are commensurate with knowledge, experience and abilities
  - 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
  - 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**

- Degree in Journalism or related field.
- Five years experience as Journalist Level Level 1.
- 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**

- 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>