



JOB DESCRIPTION

Post Title:	Technical Operator
Responsible to:	Manager Operations
Salary Band:	SB03-04

Job Purpose

Responsible for camera work and ensuring that filming are to the required standards.

Key Result Areas

FUNCTIONAL

- Carry out studio and field assignments for filming programmes, news and outside broadcasting as directed by the Supervisor.
- Follow the directions of the leader of any production/news team.
- Assist in the recording of sound and light and ensuring that the quality is to the required standard i.e. whenever filming without sound operator.
- Work in collaboration with others involved in producing programmes or news.
- Ensuring the best quality of pictures produced i.e. high quality camera work (effective lighting, camera placement, camera movement and framing etc. either under the direction of a producer/director/journalist or when working on own.
- Test all equipment before leaving for a field assignment to check and detect if there are faults or damages on the equipment and report if needs be.
- Ensure the proper handling, transportation and storage of equipment issued.
- Assist in the operation of the camera control unit of the OB van and production studio.
- Assist the Coordinator whenever technical assistance is needed whilst directing.
- Assist with the preparation of all special effects and chroma key backgrounds for programmed directed from the OB Van.
- Ensure that proper sound and video are recorded/transmitted from the OB Van.
- Ensure that the commentary boxes for all locations are kept clean and tidy.

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

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 equipment & assets are used and maintained properly
- **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

- Three years relevant work experience.
- City and Guilds Part 3 Technician Certificate.
- Ability to communicate well, verbally 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.

Desirable Experience

Full Driving Licence

Core Behavioural Competencies

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