



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Deputy Chief Executive Officer
Responsible to:	Chief Executive Officer
Salary Band:	Band 13,14 or 15 (Depending on Qualifications and Experience)

Job Purpose

As per the SBC Act (Amendment 2017):

The Deputy Chief Executive Officer shall assist the Chief Executive Officer in performing duties as may be assigned by the Chief Executive Officer and shall perform all the duties of the Chief Executive Officer in his or her absence.

The Deputy Chief Executive Officer also serves as ex-officio, non-voting, member of the SBC Board of Directors.

Key Result Areas

FUNCTIONAL

Ownership of portfolios and functional responsibilities that are commensurate with knowledge, experience and abilities, and as may be assigned by the Chief Executive Officer.

EXECUTIVE & STRATEGIC

- Work collaboratively with the Board, Executive Team members and other internal and external stakeholders to ensure Corporate and Strategic goals are achieved
 - Contribute proactively with the management team, CEO and Board in positioning SBC as the go-to channel for local content in the evolving media landscape.
- 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
 - Represent the SBC on external committees, when mandated to do so.
 - Carry out relevant duties which may be assigned by the 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

STAFFING

Manage and Lead Senior Executives and team(s) under line management responsibility.

- Help ensure professionalism and high standards in Functional and Behavioural performance.
- Provide coaching and guidance to develop the team(s).
- Monitor productivity and 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.
- Help ensure staff have appropriate training and development plans.

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.

- Help 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
- Help ensure Succession Planning for the team(s) under responsibility

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

Health, Safety and Staff Welfare

- **Assist in the development and promotion of a Safety, Health, Environment & Staffing Welfare culture within the SBC.**
 - Promote Safe, Healthy and appropriate conduct at work
 - Help ensure that adequate Safety & Health precautions are implemented, and safe-working practices are correctly carried out by all staff
 - Help ensure that adequate Health, Safety and Welfare facilities are in place and that these are properly maintained
 - 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

Essential Qualifications/Experience

- Several years' experience in media related field *And/Or* in management-related role
- Several years' experience as a Senior Officer in a related field
- People Management Experience
- Editorial judgement to deal with complex and nuanced editorial decisions
- Creative leadership to inspire employees and drive results through teamwork
- Change leadership to inspire the development of existing talents and building new capabilities
- Strategic thinking to align key internal and external stakeholders for the strategic evolution of the SBC
- Resilient and able to thrive under constant public and political scrutiny
- A deep understanding of the audience's expectations
- An intimate understanding of the Seychelles
- Ability to engage with senior external stakeholders
- 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

- Degree in media related field *And/Or* Degree in management-related field
- Broadcasting and media background
- Multi-platform experience
- Budgeting and accounts (preparation and control of)
- Commercial acumen
- Understanding the values underpinning the SBC
- 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.