



# SEYCHELLES BROADCASTING CORPORATION

## JOB DESCRIPTION

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| <b>Post Title:</b>   | <b>Project Manager - Broadcast Technology</b>                    |
| <b>Reporting to:</b> | Head of Engineering & Technology                                 |
| <b>Salary:</b>       | Negotiable-Commensurate with Experience/Calibre of the candidate |

### Job Purpose

To oversee the integration, installation and commissioning of the new SBC House Technological setups, including the Studios, Central Technical rooms, Power Distribution, Networking, Security and Safety systems.

To review the current and planned SBC technological set-up and advise on any gaps in terms of risks and futureproofing of the systems and equipment.

*[This New SBC House building is expected to be completed and commissioned before the end of 2022].*

### Key Result Areas

#### FUNCTIONAL

- Gain a good overview and understanding of the new SBC House designs, specifically in relation to Technological setups, including Studios, Central Technical rooms, Power Distribution, Networking, Security and Safety systems.
- Develop an understanding of the Chinese provided-equipment models, their specifications and intended workflows
- Understand the current SBC workflows and systems in operation.
- Identify risks and gaps on the current and proposed set-ups and workflows
  - Provide the Corporation with recommendations for equipment and systems replacement, upgrades and modifications. Implement same where apt.
- Propose the best approach to integrate the existing workflows into the new Chinese equipment workflows
  - Advise on integration of Technologies: which systems to retain from current use and those to be discarded retired, to be replaced with better Chinese provided ones. (It will not be possible nor make economic sense to have and run 2 sets of equipment for the same functions).
- Propose the best approach to migrate and integrate the existing equipment setup into the new building
- Propose a deployment plan and timeline (with date milestones) for a phased approach migration of the equipment and human capital to the new building.
  - Assuming a phased approach, determine the order of Teams migration to the new premises with strategic information on the Corporation's requirements vis-à-vis upcoming major events (if any) to allow efficient and timely service delivery

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.

- Have regular meetings with the deployment teams plus management and provide regular updates on migration status as well as direction for an efficient migration process whilst minimising impact on the corporation's delivery to the public.
  - Monitor this deployment plan continuously and adjust as required.
- Devise a plan to provision for and implement Backup (UPS) Power to the outputs departments.
- Oversee the implementation and commissioning of the Technological set-up of the new SBC House project
- Liaise with the Chinese and SBC teams and help tailor a good training plan with a view to helping the SBC teams take up and absorb knowledge on new technologies in the project at a reasonable pace, to help ensure a smooth migration process for all teams.
- Assist the SBC House Project Manager in managing the project's risks, changes and documentation
- Produce reports on all matters associated with area of responsibility, whenever required

## **LEADERSHIP & MANAGEMENT:**

### **Staffing**

**Manage and lead personnel and team(s) under responsibility.**

Specifically:

- Ensure professionalism and high standards in Functional and Behavioural performance.
- Promote and ensure a high level of teamwork, advocating a positive mindset and can-do attitude whilst motivating 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 to Budgeting and Cost-control, where required/requested

### **Executive & Strategic**

Specifically:

- Advise and assist Senior Management in specific and relevant matters, commensurate with knowledge, experience and abilities.
- Participate and contribute in relevant meetings as and when required.
- Work collaboratively with the Executive Team members and other stakeholders to ensure corporate and strategic goals are achieved.

### **Health & Safety**

**Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.**

Set a personal example in Health & Safety compliance by:

- Observing safe working practices as advised and instructed
- Considering Safety & Health of self and others who may be affected by work activities
- Being an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
- Reporting incidents or hazards which have led or may lead to injury
- Building and enhancing an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

### **Essential Qualifications/Experience/Skills**

- Extensive and proven experience in Television, Radio, Studio and Broadcast systems and associated equipment
- IP & analogue video and radio broadcast experience
- Engineering experience and proven track record in the Electronics and/or Telecommunications Industry
- Suitable qualification (E.g., OND, HND or Degree) in a related Engineering & Technology field
- Proven project management 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 proficient, particularly in use of *Microsoft Office* suite of programmes

### **Desirable Qualifications / Experience/Skills**

- Budgeting and accounts (preparation and control of)
- IP & analogue video and radio broadcast experience
- People Management Experience
- Full Driving Licence

## Core Behavioural Competencies

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| <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<br/>&amp;<br/>INTERPERSONAL<br/>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<br/>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<br/>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<br/>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> |