



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Reviewing Editor
Reporting to:	Principal - Quality Control

Job Purpose

Review TV and Radio reports before they are broadcast to ensure that they meet Quality (QC) and Editorial Standards.

Specifically, to ensure that that all contents are of a high quality, well presented, error-free, in line with all editorial standards and fit for broadcast.

Key Result Areas

1. Review all content aspects of news reports including the stories, the scripts, the introductions, the interviews, the captions and the commentaries.
2. Evaluate the video quality of the reports, including picture composition, quality of images and lighting are of acceptable standards.
3. Ensure that the audio quality and level meet the approved broadcast standards.
4. Analyse information provided in the reports and undertake fact-checking. where required. to ensure that all information is correct.
5. Review all graphics and captions to ensure they are written correctly and with no typos.
6. Check that reference materials such as archives and previous news files have been used correctly and credited.
7. Ensure that the file formats and nomenclature meet the stipulated standards
8. Ensure that the length of reports is generally in line with what has been proposed or agreed by the Chief Editor and. in cases of deviation, propose changes and cuts to meet editorial approval and fit time or space requirements.
9. Propose immediate improvements to be made by the journalist before broadcast and long-term improvements that can be made in future reports by the same journalists or others.
10. Ensure all feedback requiring immediate improvements are provided at least one hour before the newscast.
11. Medium term improvements should be made on the prescribed form and submitted to the newsroom assistant on duty, with e-copies sent to the Principal - Quality Control.
12. Perform post-broadcast reviews of content, as and when required/requested
13. Discuss issues with the Head of News, Current Affairs and Sports and/or the Chief Editor where necessary.

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.

Essential Qualifications/Experience

- Excellent written and verbal communications skills
- Conversant with SBC's Editorial Guidelines
- Understanding of the technical and content aspect of producing for TV and Radio
- Sound knowledge and understanding of different news format including reports, features, extended interviews.
- Knowledge of a variety of topics such as agriculture, health economic, political, social, cultural, music, education, etc
- Ability to take decisions and provide frank feedback
- Good organisational and time management skills
- Ability to work with a degree of autonomy and to use one's initiative.
- IT Competent, particularly in use of Email, Microsoft Word and Excel at Intermediate Level

Desirable Qualifications / Experience

- Experience and background in the media, broadcasting and communications
- Experience in producing/reviewing content for broadcast or print media.
- Experience as a Journalist or Producer
- Able to Use Adobe Premiere and other editing software
- 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.