



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Head of Radio Programmes
Reporting to:	Deputy Chief Executive Officer
Salary Band:	Band 10-11 (SR19k-26k Basic) + Applicable Allowances

Job Purpose

The Corporation's lead Radio executive, responsible for the Radio programmes outputs of the Corporation.

Lead and manage the Radio teams to deliver quality and impactful Radio programmes.

Key Result Areas

FUNCTIONAL

Lead, manage and direct the Radio Production teams, ensuring that programmes are acquired, produced, scheduled and broadcasted seamlessly, and at the expected quality and standards.

Specifically:

- Ensure that all programmes are of acceptable quality and in line with the SBC's Editorial policies and standards
- Ensure an adequate quantity and variety of local content productions and that these are produced to high standards
- Provide guidance, instructions and assistance to Radio Producers and other members of the teams as necessary, in managing productions, researching, budgeting, producing, directing, presenting, and editing programmes to the highest possible professional standards
- Engage with external and internal stakeholders on complaints and Editorial standards issues
- Monitor transmitted programmes' timings and quality, and ensure effective systems and methods to carry out reviews to improve on same
- Lead the implementation of the Corporation's strategic objectives for this functional area
- Carry out the duties of a Radio Producer whenever necessary
- Produce reports on all matters associated with area of functional responsibility, whenever required

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.

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.
- 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

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

EXECUTIVE & STRATEGIC

As part of the Senior Management team:

- Advise and Assist the Management Team 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, Wellbeing & Eco-friendly 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

- Ensure that Safety & Health precautions are implemented and safe-working practices are correctly carried out by all staff under post-holder's control.
- 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/Skills

- Proven and extensive experience as a Radio Producer/Presenter or similar role in the media
- Relevant qualifications related to journalism and the media
- Supervisory & Leadership experience
- Strong ethical standards and ability to exercise fair judgment, notably in administering the Corporation's Editorial Guidelines in our Radio outputs
- Excellent communications and interpersonal skills:
 - Ability to communicate very well, verbally and in writing, with both internal and external stakeholders.
 - Good relationship building skills; able to build rapport at all levels
- Very good organisational, planning and time management skills
- Strong self-motivation and ability to work effectively under pressure
- Ability to work with a degree of autonomy and to use one's own initiative
- Good analytical and problem-solving skills
- Creative thinking skills
- IT Competent, particularly in use of Microsoft Word and Email

Desirable Qualifications/Experience/Skills

- Diploma or Degree in Journalism/ Media, or related field
- Consistent & Developed Practical Experience of a Radio Station's Systems and Operations
- At least 3 years' experience in a leadership/management position.
- Budgeting and accounts (preparation and control of)
- 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.