



# SEYCHELLES BROADCASTING CORPORATION

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Manager - Engineering</b>
<b>Reporting to:</b>	Head of Engineering & Technology
<b>Salary Band:</b>	Band 11 (SR22k-26k Basic) + Applicable Allowances

### Job Purpose

Ensure that all transmission, communication and electrical equipment and the broadcasting infrastructure are being properly maintained and operated in a cost-effective and safe manner.

### Key Result Areas

#### FUNCTIONAL

**Oversee and be responsible for the two Engineering units, namely the RF & Transmitter team, and the Infrastructure, Rigging & Electrical team.**

**Ensure high maintenance standards on broadcasting, electronics and electrical equipment and installations for both radio and television.**

#### **Core duties include:**

- Planning and implementing effective maintenance schedules, ensuring that all equipment and technical installations are regularly checked and maintained.
- Ensuring quality and standard of broadcast for radio and television.
- Investigating equipment performance deficiencies and devise solutions to effect improvements.
- Ensuring that all television/radio production, transmission and communications equipment meet technical specifications and are operated and maintained in a cost effective and safe manner.
- Day to day management of the teams under your responsibility.
- Oversee, manage and coordinate all planned projects, extensions, development and upgrading of broadcasting installations, electronic and related broadcast infrastructure projects.
- Take the lead in the digitalisation of the broadcast systems.
- Ensuring adequate spares and broadcast equipment are procured and inventory maintained to ensure there is no lack of.
- Work closely with the Technology section (IT) in implementation of IP-based solutions for broadcasting.
- To carry out the duties of a Principal Engineer, as and when necessary.
- Produce reports on all matters associated with area of functional responsibility, whenever required.

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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:

- 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.
- 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 yearly 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) is 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 to Budgeting and Cost-control, where required/requested

## **EXECUTIVE & STRATEGIC**

### **As part of the Leadership cadre:**

- Advise and assist Senior Management in all matters related to the management of SBC whenever required, commensurate with knowledge, experience and abilities.
- Participate and contribute in relevant meetings and other in-house committees as and when required.
- Work collaboratively with the Executive Team members and other stakeholders to ensure corporate and strategic goals are achieved.
- Carry out relevant duties which may be assigned by the Senior Management team, that are commensurate with knowledge, experience and abilities
- Represent the SBC on external committees, when mandated to do so.
- 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, Health & Environmental culture within the SBC.**

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
- 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**

- Proven experience and track record in a related Engineering field
- Suitable qualification (E.g., OND, HND, Degree) in a related Engineering field
- Proficient in fault-finding and resolution of technical issues
- Supervisory & Leadership experience.
- 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 Competent, particularly in use of Email, Microsoft Word and Excel at Intermediate Level

**Desirable Qualifications / Experience/Skills**

- Budgeting and accounts (preparation and control of)
- Degree in a related Engineering field, preferably in RF, Telecoms, Electronic and/or Electrical Engineering
- At least 5 years' experience as a Senior Engineer or similar position in a related Engineering field
- IP & analogue video and radio broadcast experience
- People Management Experience
- Full Driving Licence

## Core Behavioural Competencies

<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 &amp; INTERPERSONAL 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 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 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 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>