SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	**Principal – Paradise FM Radio**
Reporting to:	Head of Radio Programmes
Salary Band:	Band 07-08 (SR12k-14k Basic) + Applicable Allowances

Job Purpose

Responsible for the day-to-day outputs of Paradise FM Radio.

Lead and manage the Paradise FM Radio team to deliver quality and impactful Radio programmes. by ensuring a high standard of radio programmes produced and broadcast

Key Result Areas

FUNCTIONAL

Ensure reliable and high standard outputs on Paradise FM

- Ensure that all transmitted radio programmes are of good quality and in line with SBC's policies and guidelines.
- Ensure adequate quantity and variety of radio content especially local content
- Ensure that all contents are produced to a high professional standard at all times.
- Ensure that all contents are vetted before broadcast and provide feedback to producers
- Ensure all producers prepare and submit their show preparations on time for review
- Ensure appropriate scheduling of all radio contents and manage the softwares that enables this such as Zetta and G Selector
- Update the music library with the latest local songs as approved by the Music Review Committee and latest international songs.
- Plan and coordinate special broadcasts including outdoor broadcasts, as and when required.
- Provide guidance, instructions and assistance to Producers and other members of the teams whenever necessary.
- Carry out the duties of a Producer/Presenter/Reporter, whenever necessary.
- Produce reports on all matters associated with area of functional responsibility, whenever required

STAFFING

Manage and Lead personnel and teams under responsibility.

Specifically:

- Ensure 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) is addressed in a timely and effective manner, and according to established policies and procedures
- Take 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
- Identity and pursue revenue-generating opportunities

EXECUTIVE & STRATEGIC

As part of the Leadership cadre:

- 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
  - 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, Health & Environmental 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

- Relevant qualifications related to journalism and the media
- Proven and extensive experience as a Radio Producer/Presenter or similar role in 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	• 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	• 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	• 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	• 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	• 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	• 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	• 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.