



JOB DESCRIPTION

Post Title:	Transmission Officer
Reporting to:	Senior Transmission Officer
Salary Band	Band 01 (SR7k-9k Basic) + applicable allowances

Job Purpose

Ensure that TV programmes and Channels are being transmitted as planned and error-free.

Key Result Areas

FUNCTIONAL

Ensure timely, accurate and error free content-scheduling and transmission.

- Ensure smooth and timely transmission/broadcast of all scheduled programmes.
- Ensure effective management and transitions of live programmes, notably the daily newscasts and *Bonzour Sesel*
- Make timely interventions to ensure the integrity and reliability of our TV programmes broadcasts
- Perform quality control review, editing and transcoding of video assets, as necessary
- *Validate all broadcast materials in terms of asset information*
- *Capture asset information into Create CTRL:*
 - *Asset Number*
 - *Asset Segmentation (in & out timecodes)*
- *Reconcile planned schedule with ASRUN logs*
- Monitor transmitted programmes' timings and quality, and ensure that broadcast-related issues, are escalated as appropriate
- Continuously oversee the health and performance of the broadcast systems to help ensure uninterrupted transmission
- Collaborate with engineering and production teams to address and rectify any transmission-related problems
- Ensure that contents destined for our online platforms are posted in a timely manner
- Ensure that local contents are forwarded, from *TO AIR* to *Nearline* Folder of the Asset management team after broadcast for archiving.
- Ensure timely and appropriate scrolling of Breaking News and other notices, as and when required.
- Ensure effective systems and methods to carry out reviews to improve on same
- Engage with external and internal stakeholders on complaints and Editorial standards issues
- Be proactively involved in monitoring transmitted programmes and collaborate with the Quality and Standards team to investigate and redress any shortfalls
- Produce reports on all matters associated with areas 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.

ORGANISATIONAL

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
 - Identify and pursue revenue-generating opportunities
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- **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.
1. 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

- Diploma or equivalent in Information Technology or related field
- Proven Experience in a similar role
- IT Competent, notably in manipulating schedules, files management and editing
- Practical Experience of a Television Station's systems and operations
- Video-Editing skills
- 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 the ability to work with a degree of autonomy and to use one's own initiative.
- IT Competent, particularly in use of Microsoft 365 applications (Outlook, Word, Excel, Teams, etc.) at Intermediate Level

Desirable Qualifications/Experience

- Suitable Qualification (E.g., Diploma or Degree) in the Media, Broadcasting, Content Production, or related field
- Full Driving Licence

Core Behavioural Competencies

<p>TEAMWORK</p>	<ul style="list-style-type: none"> • Fosters a sense of team spirit by establishing strong interpersonal relationships, demonstrating respect for other team members and proactively offering support • Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others • Works collaboratively with others by seeking to understand and make best use of team members' diverse ideas, working styles, skills and backgrounds • Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position • Shares credit for team accomplishments and accepts joint responsibility for team shortcomings
<p>ACCOUNTABILITY</p>	<ul style="list-style-type: none"> • Takes ownership of tasks and functional responsibilities • Presents oneself as a credible representative of the Corporation and demonstrates a commitment to delivering on one's duties. • Justifies decisions taken, with confidence, openness and honesty. • Takes responsibility for seeing efforts through. • Makes sound and fair judgment. • Makes informed and accountable conclusions and decisions. • Is open to feedback and uses errors or oversights as learning points
<p>ADAPTABILITY</p>	<ul style="list-style-type: none"> • Easily adjusts priorities, activities, and attitude to meet new deadlines and information and to achieve objectives. • Anticipates and responds with energy, to new challenges, the unfamiliar and the urgent. • Thinks of ways to make changes work, rather than resisting them. • Make suggestions for increasing the effectiveness of a changing environment. • Plans ahead and has an alternative option in case things go wrong or unexpected • Keeps an open mind and shows willingness to learn new methods, procedures, and techniques that embrace change. • Able to prioritise effectively and plan flexibly to be able to deal with change.
<p>RELIABILITY</p>	<ul style="list-style-type: none"> • Is dependable and can be relied on in different circumstances. • Gets the job well-done every time and within deadlines. • Shows up to work on time. • Goes the extra mile to produce expected results even in tight deadlines. • Persists through difficult tasks and brings out credible results.
<p>CONDUCT & INTERPERSONAL SKILLS</p>	<ul style="list-style-type: none"> • Behaves in a professional and appropriate way to set the right example in the workplace. • Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done. • Behaves in a manner that is accepting, respectful and inclusive of all people. • Puts continuous effort into building and maintaining relationships. • Accept conflict as an opportunity to strengthen relationships. • Responds willingly to requests for help and information, where possible • Is honest and open-minded. • Has a 'can-do' and 'will-do' attitude