



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Media Asset Management Officer
Reporting to:	Principal-Archiving & Documentation
Salary Band:	Band 03 - 04 (SR7k - SR9k) + Applicable Allowances

Job Purpose

Assist in ensuring a Digital Media Asset database with accurately catalogued assets, that can be easily located.

Play a coordinating role in the transition from an archaic analogue Archiving set-up to a modern Media Asset Management system.

Key Result Areas

Ensure all Digital Media Assets have accurate and adequate meta-data, as defined by the adopted standards.

Ensure Video-On-Demand (VOD) assets for the Over-The-Top (OTT) Platform meet the meta-data, file-naming and audio-visual standards for that platform.

FUNCTIONAL

- Review digitised contents to ensure that their meta-data information is comprehensive and accurate
- Liaise with TV Production team and other outputs teams to ensure timely and accurate submission of meta-data forms for contents produced
- Ensure that the information on content meta-data forms received from the outputs section is entered on the database and/or media asset management system (metadata indexing)
- Ensure all VOD assets for the OTT platform have the right meta-data according to the established standards for that platform
- Ensure Digital Media Assets are being named, labelled and stored in the appropriate locations and accessed by the right personnel
- Promote the use of archived digital assets, through effective communication with the various output teams.
- Liaise with the Technology team to ensure a coordinated approach to storage and retrieval of digital media assets
- Perform Quality Control checks on digitised content and perform correction, as and when required
- Operate equipment for the purpose of digitizing analogue video footage and use editing software to QC and repair footage, correct colour and sound levels, etc. so that such contents can be re-used in part or in whole;
- Play a leading role in colleagues' familiarisation and subsequent use of the new Media Asset Management (MAM) system once implemented.
- Assist in governance, research, guidance, enforcement of standards in digital media assets

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.

- Contribute to the inventory of SBC archive holdings (video and audio still in analogue format) so as to help identify priority items for digitization.
- Process requests for audio and video archived items from the output sections and other users, as well as external requests for footage, and provide these items after they have been quality controlled
- Liaise with the appropriate colleagues, as necessary, to ensure that all SBC live broadcasts are properly recorded, digitally archived, catalogued and indexed.

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

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

- Experience with cataloguing, indexing and archiving of analogue and digital assets
- Experience with audio-visual standards for Television and Radio Broadcasting
- Experience with Quality Control and Editing of audio-visual contents
- Familiar with modern Media Asset Management (MAM) systems
- Proficient in Editing in Adobe and other necessary editing software
- IT Competent, particularly in use of Email, Microsoft Word and Excel at Intermediate Level
- Good analytical and writing skills.
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative.
- Ability to communicate well, verbally and in writing with both internal and external customers.
- Good organisational, planning and time management skills.

Desirable Qualifications / Experience

- Experience in the Information Technology field
- Experienced in digitisation of analogue-based media
- Full Driving Licence

Core Behavioural Competencies

TEAMWORK	<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.
ACCOUNTABILITY	<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 feedbacks and uses errors or oversights as learning points
ADAPTABILITY	<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. • Makes 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.
RELIABILITY	<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.
CONDUCT & INTERPERSONAL SKILLS	<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. • Accepts 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