



# SEYCHELLES BROADCASTING CORPORATION

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Manager TV Productions</b>
<b>Responsible to:</b>	Head of TV Programmes
<b>Salary Band:</b>	Band 06 (Steps 1-8) (SR SR22,694 to SR25, 214 Basic) + Applicable Allowances

### Job Purpose

Responsible for ensuring that the SBC's Internal Local TV productions are produced at the expected quantity, audio-visual quality and editorial standards, and that these are compelling and *offer value to our audience*.

### Key Results Areas:

### FUNCTIONAL

**Lead and manage the different teams under responsibility to deliver high quality and impactful Televisions programmes.**

- Lead and inspire the team of internal content creators in ensuring that the quantity and variety of local contents are produced as per annual targets and that these are compelling and of high quality
- Provide guidance, instructions and assistance to TV Producers, Technical Directors, Editors, Graphics Artists and other members of the TV Production team, as necessary, in managing productions, researching, budgeting, producing, directing, presenting, and editing programmes to the highest possible professional standards
- Guide the Graphics team to create innovative and modern look for programmes and channels
- Ensure adequate advanced planning for the Productions and Scheduling of programmes
- Ensure that adequate meta-data accompany the programmes produced and work closely with the Media Asset Management to ensure that these are accurately catalogued, stored, and can be easily located
- Ensure oversight of outside broadcasts (live or recorded), including leading and directing these whenever necessary.
- Ensure that all local TV programmes produced are in line with the SBC's Editorial policies and audio-visual quality standards.
  - 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 programmes broadcasted and collaborate with the Quality and Standards team to investigate and redress any shortfalls.
- Assist in the effective repurposing of the Corporation's audio-visual archives
- Carry out the duties of a Producer/Director, 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 teams 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.
  - Propose and assist in the designing and delivery of appropriate training for the team.
  - 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, where required/requested
- Manage the budget allocated to the Section, working in close collaboration with the Financial Controller
- Identify 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

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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.
- 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 Skills, Experience and Qualifications**

- Suitable Qualification (E.g., Diploma or Degree) in Content Production, the Media, or related field
- Proven and extensive experience as a TV Producer/Director 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 Television's outputs
- Good knowledge and experience in video production and editing technology, equipment and software.
- An innovative content-maker, proficient in research and scriptwriting.
- Practical Experience of a Television Station's systems and operations
- Excellent communications and interpersonal skills:
  - Ability to communicate very well, verbally and in writing, with both internal and external stakeholders in all three of our National Languages.
  - 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 and to use one's own initiative.
- IT Competent, particularly in use of Microsoft 365 Applications (Email, Word, Excel, Teams, etc...) at Intermediate Level

### **Desirable Qualifications/Experience/Skills**

- Diploma or Degree in Content Production, the Media or related field
- Consistent & Developed Practical Experience of a Television Station's Systems and Operations
- Proven experience in an Editorial capacity
- Proven experience in managing people and large teams
- Budgeting and accounts (preparation and control of)
- Full Driving Licence

## Core Behavioural Competencies

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