



JOB DESCRIPTION

Post Title:	Radio Producer
Reporting to:	Principal - Radyo Sesel or Paradise FM
Salary Band:	Band 02 –03 (SR9k – SR14k Basic) + applicable allowances

Job Purpose

Research, Planning and Production of Radio Programmes and live Radio shows of high quality and standards

Key Result Areas

FUNCTIONAL

Produce and present radio shows and programmes, live or recorded, and ensuring high quality and standard

- Work on daily on-air shifts (continuity announcing) and present pre-recorded or live radio shows.
- Create comprehensive programme content in line with the SBC Act and manage the whole production process for both live and recorded programmes for both “Radyo Sesel” and “Paradise FM” in collaboration with the principals.
- Plan, research and establish contacts needed for the radio programmes and on-air shows
- Carry out in-depth research and write elaborate scripts for radio programmes.
- Write, voice and produce radio commercials when requested by the Line Managers.
- Prepare competitions and radio games in collaboration with the Line Managers.
- Conceptualise, write, voice and produce radio commercials when requested by the Line Managers
- Represent the Station in outside press events when requested.
- Plan and host Outside Broadcasts
- Provide detailed weekly workplans complete with programme synopsis
- Prepare comprehensive show preps/clock for all live radio shows
- Comply to in-house protocols and procedures
- Work in very close collaboration with the Line Managers or assigned senior staff.
- Produce reports on all matters associated with area of functional responsibility, whenever required

ORGANISATIONAL

Ensure cost-effective utilisation of Resources.

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.

Specifically:

- Eliminate or Reduce Wastage, where identified
- Ensure equipment & assets are used and maintained properly
- Continually find ways to perform functions cost-effectively
- Proper Planning to reduce costs

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

- A-Levels or IGCSE Principal Pass, preferably in English and French.
- Good reading & research skills
- Good oral and written communication and time management skills
- Computer-literate with creative ideas
- Be able to manipulate the studio equipment and editing software
- 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 Word and Email.

Desirable Qualifications / Experience

- Full Driving Licence
- A good understanding of SBC Music Policy

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