



**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Technical Operator - Sound</b>
<b>Reporting to:</b>	Principal Technical Operator
<b>Salary Band:</b>	Bands 01-03 (SR7k - SR14k Basic) + Applicable Allowances

**Job Purpose:**

Perform sound work in studio and external assignments, ensuring high quality of the audio-visual outputs.

**Key Result Areas:**

**FUNCTIONAL**

- Carry out studio and field audio recordings for filming programmes, news and outside broadcasting as assigned under the direction of a producer/director/journalist or when working alone
- Ensure recording quality sound to the required standard, in any assignment
- Work collaboratively with other staff involved to safeguard the quality and credibility of the programme or news report being produced.
- Test and check all equipment before leaving for field assignments to detect possible faults or damages
- Report promptly, any fault or damage to equipment
- Help ensure long life, reliability, and safekeeping of all equipment, through their proper handling, transportation, and storage
- Perform the role of Camera or Lighting Operator, when required and commensurate with experience and training

**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.

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.

**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**

- Engineering Technician Certificate or equivalent.
- Experience in a broadcast and/or audio-visual field
- Ability to use and operate audio-mixers
- Ability to communicate well, verbally with both internal and external customers.
- Good organisational and time management skills.
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative.

**Desirable Qualifications/Experience/Skills**

- City and Guilds Part 3 Technician Certificate
- Experience in Sound Engineering
- Experience in Camera and Lighting work
- Audio Editing skills
- Audio mixing and post-production experience
- IT Competent, particularly in use of Email, Microsoft Word and Excel at Intermediate Level
- 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>