



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Manager – TV Programmes
Reporting to:	Head of TV Programmes
Salary Band:	Band 6 Step 1-8 (SR22k - 25k) Basic + Applicable Allowances

Job Purpose

- Management of the Scheduling and Transmission of the Corporation's TV Channels
- Responsible for Acquisition of International TV Programmes
- Safeguarding and Administration of the Corporation's Audio-Visual assets

Key Results Areas:

FUNCTIONAL

Lead and manage the different teams under responsibility to:

- ***ensure that the TV programmes are scheduled and transmitted reliably and effectively.***
- ***acquire quality international programmes***
- ***ensure proper management of Archived content, through implementation of modern media asset management practices***
 - Ensure adequate advanced planning for the Acquisition and Scheduling of programmes
 - Liaise with internal teams, notably marketing, to leverage advertising and sponsorship on planned contents
 - Ensure the timely preparation and publication of the weekly programme schedules
 - Ensure that EPGs (Electronic Programme Guides) are updated promptly with any changes to scheduled programmes
 - Ensure that sufficient foreign contents are acquired for the channels in a timely manner and represent value for money.
 - Liaise with our International Broadcasters partners to acquire *Free-To-Air* contents for our channels
 - Ensure a smooth transmission/broadcast of all contents, notably live programmes, such as the daily news broadcasts and *Bonzour Sesel*
 - Monitor transmitted programmes' timings and quality, and ensure effective systems and methods to carry out reviews to improve on same
 - Ensure that contents destined for on our online platforms are posted in a timely manner.
 - Ensure that 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.

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.

- Play a leading role in ensuring the safekeeping and security of our Archives
- Assist in the appropriate reuse and repurposing of our Archived contents
- 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 area of functional responsibility, whenever required

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
- **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 the Media, Broadcasting, Content Production, or related field
- Practical Experience of a Television Station's systems and operations
- Strong ethical standards and ability to exercise fair judgment, notably in administering the Corporation's Editorial Guidelines in our Television's outputs
- Supervisory & Leadership experience
- 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 ability to work effectively under pressure 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/Skills

- Diploma or Degree in the Media, Broadcasting, Content Production, 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

<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 feedbacks 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 • 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.
<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 • 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