



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Manager – Newsroom
Reporting to:	Head of News, Current Affairs & Sports
Salary Band:	Band 6 Step 1-8 (SR24k - 26k) Basic + Applicable Allowances

Job Purpose

- Support the Head of News/News Leadership in the Administration of the Resources and Operations of the Newsroom
- Serve as the Project Manager and primary liaison for the implementation of new facilities and systems in the newsroom.

Key Results Areas:

FUNCTIONAL

- **Deliver an effective administration of the staffing, technological, logistical, operational and other resources to support and enhance the newsroom's outputs and processes**
 - Own the Logistical and Operational functions of the newsroom
 - Ensure adequate advanced planning and available resources for the newsroom assignments
 - Help ensure a smooth transmission/broadcast of live programmes, such as the daily newscasts, breaking news and special events
 - Own the Administrative support functions of the newsroom.
 - Custodian for Documentation and Information Management for the section
 - Manage the Office 365 SharePoint for the newsroom team
 - Ensure that all Digital Media Assets have accurate and adequate meta-data, as defined by the adopted standards.
 - Act as liaison with Broadcasters and other international partners, notably for:
 - Content exchanges and collaborations
 - securing services and products necessary for the newsroom's outputs
 - Own the Quality Assurance process within the newsroom and liaise with other internal colleagues in the implementation of same
 - 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.
 - Monitor the quality of our newscasts and other outputs from the Newsroom, and ensure effective systems and methods to carry out reviews to improve on same

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 ensuring an effective Employee Performance Management process
- Perform the role of a Principal Editor, as and when required. (*Refer to Job Description pertaining.*)
- Produce reports on all matters associated with area of functional responsibility, whenever required
- **Lead the adoption of modern technologies and practices into the newsroom processes**
 - Lead the implementation of the Corporation's strategic priority tasks regarding technological advancement for the newsroom, notably in the use of Artificial Intelligence, Automated processes, modern newsroom management system and tools that aid online collaboration and remote working.
 - Be the point of contact/liaison for the newsroom with internal and external stakeholders for specific projects
 - Ensure adequate training and guidance for new equipment, systems and processes
 - Explore and propose new formats and innovative ways of producing news, current affairs and sports content

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 Journalism, the Media, Broadcasting, Content Production, or related field
- Proven Experience as a Journalist, Content-Creator, Producer or similar role
- 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 Journalism, 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

TEAMWORK	• 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	• 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	• 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	• 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	• 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