



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Learning and Standards Officer
Reporting to:	Manager – Learning and Standards
Salary Band:	Band 3 (SR12k - SR15k Basic) + Applicable Allowances

Job Purpose

Part of the team that is responsible for the implementation of the SBC's training and personnel development programmes and the monitoring and regulating the Editorial Standards and Audio-Visual Quality of the SBC's programmes.

Key Result Areas

FUNCTIONAL

- **Assist in the implementation of a comprehensive, coordinated and effective Learning and Development programme for the Corporation.**

Specifically, assist in the:

- Identification of training and development needs for the SBC through various methods, namely; via the performance management processes, regular consultation with line managers and other team members, and external training providers
- Design and development of training/development programmes based on both organisational and individual needs.
- Update of the SBC's Learning and Development plan
- Management of the SBC's Learning Centre facility, ensuring its optimum use
- Scheduling and delivery of training and development programmes.
- Procurement and maintenance of training support materials.
- Liaise with internal and external collaborators in the delivery of training
- Conduct training sessions, commensurate with ability and experience, whenever required.
- Monitoring and reviewing of the progress of trainees through questionnaires and discussions with managers.
- Keep records and produce reports on all matters associated with this functional area
 - Evaluate training and development programmes.
 - Record training activities and their evaluations.

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.

- **Support the Monitoring and enforcement of the Editorial Standards and Audio-Visual Quality of the SBC's outputs.**

Specifically:

- Monitor content produced, commissioned or acquired by the SBC to ascertain if they meet the established editorial and audio-visual standards
 - Ensure proactive enforcement of standards in News Reporting through the Reviewing Editors' cadre
 - Ensure proactive enforcement of audio-visual standards in TV Productions through the active engagement of the team during pre-production and production stages
- Report on deficiencies or deviation from established standards, and make recommendations for improvements
- Ensure that external and internal complaints on Editorial and quality issues are logged, tracked, properly investigated, and resolved
- Provide training and guidance aimed at improving quality standards
- Keep records and produce reports on all matters associated with this functional area

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

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

- Relevant qualifications and experience related to Teaching/Training and/or Quality Control and Standards
- Strong ethical standards and ability to exercise fair judgment, notably in administering the Corporation's Editorial Guidelines in our outputs
- Experience/Knowledge of a Broadcasting Station's Operations and Processes
- Excellent communications and interpersonal skills:
- Ability to communicate very well, verbally and in writing, with both internal and external stakeholder
- 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
- Ability to work with a degree of autonomy and to use one's own initiative
- Good analytical and problem-solving skills
- 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 Quality Control and Standards and/or Teaching/Training
- Relevant qualifications in the Media, Broadcasting or related field
- Consistent & Developed Practical Experience of a Broadcasting Station's Operations and Processes
- Proven and extensive experience as a Journalist, Producer or similar role in the media
- Supervisory & Leadership experience
- Budgeting and accounts (preparation and control of)
- Full Driving Licence

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