



JOB DESCRIPTION

Post Title:	Technical Director/Editor
Reporting to:	Senior Technical Director/Editor
Salary Band:	Bands 02-03 (SR9k - 15k Basic) + applicable allowances

Job Purpose

To direct, coordinate and ensure the final packaging of TV programmes/contents before they are broadcast

Key Result Areas

FUNCTIONAL

Production of live and recorded TV shows and contents

- Direct the filming of live and/or recorded events and programmes in the studio or elsewhere
- Direct live broadcasts such as the daily newscasts and Bonzour Sesel
- Supervise the placement of cameras, lighting equipment, microphones and the overall setting of a production
- Review scripts and propose various ways to direct productions
- Plan filming details such as shot list, framing, shot composition, camera movement, sound and where applicable actors for each shot or scene
- Coordinate the output of all technical operators during filming
- Operate equipment such as the trcaster, vision mixers, PTZ cameras etc
- Edit post produce contents filmed for broadcast
- Lead the production team in the control room, on the set and elsewhere when the producer or series/event director is absent

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
- Contribute in Budgeting and Cost-control, where required/requested
- Identity and pursue revenue-generating opportunities

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.**
 - 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 Qualifications/Experience/Skills

- Post-secondary level of education with suitable Qualification (E.g., SIT Certificate) with good track record
- Ability to communicate well, verbally and in writing with both internal and external customers.
- Ability to pay attention to details
- 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.
- IT Competent, particularly in use of Editing software, Email, Microsoft Word and Excel at Intermediate Level
- Ability to work independently as well as in teams.
- Ability to work under pressure and meet tight deadlines
- Ability to react quickly to the audience concerns / feedback
- Creativity and ability to share ideas with others in the team
- Understanding and ability to operate broadcast equipment
- **Desirable Qualifications / Experience**
- 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 feedback 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