



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Learning 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.

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.

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