



JOB DESCRIPTION

Post Title:	Transmission Officer
Reporting to:	Senior Transmission Officer
Salary Band	Bands 01-03 (SR7k-15k Basic) + Applicable Allowances

Job Purpose

Ensure that TV programmes and Channels are being transmitted as planned and error-free.

Key Result Areas

FUNCTIONAL

Ensure timely, accurate and error free content-scheduling and transmission.

- Ensure smooth and timely transmission/broadcast of all scheduled programmes.
- Ensure effective management and transitions of live programmes, notably the daily newscasts and *Bonzour Sesel*
- Make timely interventions to ensure the integrity and reliability of our TV programmes broadcasts
- Perform quality control review, editing and transcoding of video assets, as necessary
- *Validate all broadcast materials in terms of asset information*
- *Capture asset information into Create CTRL:*
 - *Asset Number*
 - *Asset Segmentation (in & out timecodes)*
- *Reconcile planned schedule with ASRUN logs*
- Monitor transmitted programmes’ timings and quality, and ensure that broadcast-related issues, are escalated as appropriate
- Continuously oversee the health and performance of the broadcast systems to help ensure uninterrupted transmission
- Collaborate with engineering and production teams to address and rectify any transmission-related problems
- Ensure that contents destined for our online platforms are posted in a timely manner
- Ensure that local contents are forwarded, from *TO AIR* to *Nearline* Folder of the Asset management team after broadcast for archiving.
- Ensure timely and appropriate scrolling of Breaking News and other notices, as and when required.
- Ensure effective systems and methods to carry out reviews to improve on 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
- Produce reports on all matters associated with areas of functional responsibility, whenever required

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.

- 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.
- 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

- Diploma or equivalent in Information Technology or related field
- Proven Experience in a similar role
- IT Competent, notably in manipulating schedules, files management and editing
- Practical Experience of a Television Station's systems and operations
- Video-Editing skills
- 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 the ability to work with a degree of autonomy 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

- Suitable Qualification (E.g., Diploma or Degree) in the Media, Broadcasting, Content Production, or related field
- 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 feedback 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. • Make 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. • Accept 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