



JOB DESCRIPTION

Post Title:	Driver/Technical Operator
Reporting to:	Transport Supervisor
Salary Band:	Band 1 (SR7k-SR9k) + Applicable Allowances

Job Purpose

Driver

Perform driving duties for the Corporation, as assigned, and discharge with zeal, responsibilities associated with allocated vehicles.

Technical Operator

Carry out studio and field assignments for TV and Radio programmes, news and outside broadcasting, ensuring high standard outputs.

Key Result Areas

FUNCTIONAL

Driver

- Assist in the movement of the SBC's day-to-day operations
- Ensure safety of passengers under responsibility, during any journey
- Ensure the upkeeping of vehicle allocated to.
- Drive responsibly, abiding to road regulations and respecting the Corporation's policies relevant to transport and driving.
- Assist the Security Officer to record vehicle number, driver, time, and mileage of vehicle before leaving the SBC premises.
- Ensure that daily vehicle report sheets for each journey are properly filled in and initiated by the person concerned.

Technical Operator

- Perform the role of Camera, Sound or Lighting Operator, as required and commensurate with experience and training
- Work in collaboration with other staff involved in producing programmes or news
- Ensure high standard outputs in terms of high-quality camera and/or sound work, as well as effective lighting

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.

- Test and check all equipment before leaving for field assignments to detect possible faults or damages
- Report promptly, any fault or damage to equipment
- Ensure long life, reliability, and safekeeping of all equipment, through their proper handling, transportation, and storage
- Produce reports on all matters associated with areas of functional responsibility,
- Any other relevant duties assigned by the line manager(s).

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

- Driving licence 2, 4,5,6 and driving experience
- Secondary level of education
- Ability to communicate well, verbally with both internal and external customers.
- 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.

Essential Qualifications/Experience/Skills

- Technician Certificate or equivalent.
- Experience in a broadcast and/or audio-visual field
- IT Competent, particularly in use of Email, Microsoft Word and Excel at Intermediate Level

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