

Job Description

14 May 25



Broadcast Operator SBS Technology

Reports to: The Technical Studio Supervisor

Direct reports to this position: N/A

SBS Values, Vision and Purpose

The Broadcast Operator is responsible for undertaking their work in a way that reflects SBS's Charter, Vision and Values and complies with relevant SBS policies, procedures and practices. At SBS, we expect you to be audience obsessed, be bold and brave, embrace difference, participate fully and ensure that we look out for one another. We are all working together to fulfil SBS's purpose and create a more cohesive society.

Division Purpose – Technology

SBS Technology can be thought of as the 'engine room' of SBS. Our primary role is to enable and support the production, distribution, and transmission of content across television, radio, and online platforms. Our teams achieve this by working collaboratively to design innovative solutions and deliver end-to-end services for our business stakeholders.

Role Purpose

The Technology Operations and Services department is a service driven department responsible for both pre and post production facilities and resources. The Broadcast operator TD/LD position will have proven ability to operate and be familiar with Television production equipment both in the Studio and on location. The Broadcast operator TD/LD is responsible for the overall technical running of the studio and works closely with the Studio team to provide the highest level of client service and to ensure that client expectations are met.

This position will be required to provide creative and technical expertise in regard to the preparation of the Studio Floor and Studio Control room for the production of programs, news and live event requirements. A

Special Broadcasting Service

14 Herbert Street, Artarmon NSW 2064 Australia sbs.com.au
Tel: +61 2 9430 2828

Job Description

14 May 25



high level of multiskilling is required and knowledge of areas such as Camera Operation, Vision Switching, Audio, EVS, Studio Automation, Technical and Lighting set up is essential.

The successful candidate will be highly motivated with a meticulous eye for detail and will have a high degree of initiative. You will be able to recognise the pressures of working in a deadline driven broadcast environment.

The Broadcast operator TD/LD is responsible for undertaking their work in a way that reflects SBS's Charter, Vision and Values and complies with relevant SBS policies, procedures and practices.

Main Responsibilities

Operate and be proficient in the use of all Studio equipment used at SBS Television and at times off site

- Assume creative and technical responsibility for the studio production of programmes, news and events both on site and on location. Provide leadership to all studio operational staff to ensure a high level of service to clients
- Apply Television Studio production techniques and operational procedures in order to maintain the highest technical standards
- Be responsible for the setting up, line up and maintenance of lights, microphones, sets, props and technical equipment
- Operate the lighting control boards in both studios and the lighting battens in studio 2.
- Use lighting creatively to achieve a required effect.
- Observe correct Studio/Control room etiquette at all times
- Provide advice to producers, journalists and all other stakeholders to continually improve production standards
- Work rostered shifts across 7 days per week as required and in accordance with the current SBS Enterprise Agreement Liaise with the Technical Studio Supervisor and Studio Operations Manager to identify and solve equipment maintenance problems and to improve working practices
- Provide reports and feedback where necessary or requested

Communication and team work skills

- Develop and maintain ongoing communications with internal clients to ensure that they are provided with a creative, efficient and customer-focussed gateway for their studio requirements
- Participate and encourage team work and multi skilling within the Studio department
- Consult with the Technical Studio Supervisor and the Studio Operations Manager on the use and requirements of resources
- Provide training as required to other Broadcast Operations staff and trainees

Procedures

- Identify and initiate procedures that focus on the efficient use of Studio Production resources
- Expand skill base when possible and follow procedures as directed. Keep up to date and be enthusiastic about changing technologies, production techniques and processes

Workplace Health and Safety

- All employees are responsible for Work Health & Safety, and must comply with SBS's safety responsibilities as detailed in relevant Acts, Regulations, Standards, Codes of Practice and the SBS Safety Management System (SMS), including;
 - Report all injuries & hazards immediately to your supervisor
 - Work safely with consideration given to your co-workers according to your department's operational requirements



Minimum requirements of the role

As an SBS Team Member demonstrate a positive and enthusiastic understanding of SBS's Purpose and Values and a commitment to a safe, secure and diverse workplace.

- Demonstrate an understanding and alignment with SBS's values, including an ability to contribute to a positive culture through:
 - Being a positive representative or advocate for SBS;
 - Constructive and appropriate interaction with others;
 - Adopting a can do/will do approach; and
 - Displaying a commitment to the team including WH&S, diversity and team work goals.

Studio Operations

- Proven ability to provide creative and technical expertise in relation to Television production and production equipment in the Studio and at times on location
- Proven ability to provide leadership to all studio operational staff to ensure a high level of service to clients
- Participate and encourage team work and multi skilling within the Studio department
- The ability to pick up new technologies and be willing to use those skills when required
- The ability to train staff if required

Communication and Organisation

- Highly developed interpersonal skills with demonstrated ability to build relationships within Broadcast Operations and with other parts of SBS and external stakeholders.
- Ability to work professionally and effectively as part of a team with collective responsibility for the allocation and management of SBS Studio facilities.
- Well developed written and verbal communications skills. Good organisational skills including self-motivation, the ability to work under pressure and to assume responsibility.

| Key Capability | | |
|-----------------------|-------|--|
| Capability | Level | Behaviour |
| <u>Collaboration</u> | Self | <ul style="list-style-type: none">• Displays a genuine intention to work co-operatively with others• Offers to help others achieve common goals• Makes an effort to understand the goals of others• Shares all relevant or useful information |
| <u>Customer Focus</u> | Self | <ul style="list-style-type: none">• Follows through on customer/client inquiries, requests or complaints• Distributes useful and up to date information to the customer/client• Determines the needs of the customer/client through probing and listening• Provides friendly, helpful service to the customer/client• Makes sure there is a clear understanding of the customer/client's needs• Offers appropriate solutions to the customer/client |



| | | |
|---------------------------------|------|---|
| | | <ul style="list-style-type: none">• Prioritises work goals that impact the customer/client directly• Diffuses customer/client problems |
| <u>Innovation</u> | Self | <ul style="list-style-type: none">• Generates original solutions to problems• Contributes to creative thinking and ideas• Makes suggestions to refine current processes and procedures to create optimum efficiency• Participates in the implementation of new processes and procedures that improve current performance |
| <u>Organisational Awareness</u> | Self | <ul style="list-style-type: none">• Considers how their role impacts both the department and the business• Understands the impact of organisational policies/procedures on the department• Considers both the business and customer perspective on various issues• Identifies key drivers and commercial opportunities within their department• Uses financial reporting information to drive performance |
| <u>Results Focus</u> | Self | <ul style="list-style-type: none">• Drives to meet objectives and standards• Identifies alternative possibilities when faced with obstacles• Stays focused on tasks that require considerable effort• Completes tasks within designated timeframe despite obstacles• Perseveres with routine and repetitive tasks without sacrificing quality or excellence |

Workplace Health & Safety

In relation to Work Health & Safety, you must comply with your safety responsibilities as detailed in relevant Acts, Regulations, Standards, Codes of Practice and the SBS Safety Management System (SMS)

All workers are required to:

- Take reasonable care for own safety and safety of others
- Cooperate with policies and procedures and directions from management with regards to health and safety
- Where hazards are identified, report them to line manager and take corrective action where able
- Report all work related incidents to line manager within 24 hours of occurrence
- Ensure workers, visitors and clients are :
 - made aware of their WH&S responsibilities
 - have received adequate safety induction and other WH&S information, instruction and training to enable them to conduct their work safely
 - follow safe work practices