ABC JOB DESCRIPTION

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| **Division: Radio** | **Job Title: MCR Operator (Radio)** |
| **Department: Capital City Radio Group** | **Classification:** Program Maker  Schedule A Band 4/5 |
| **Location: Darwin, NT** | Position No: Pxxxxxx |
| **Reporting to: Operations Co-Ordinator NT P102374** | **Approval Date:** |
| **Objective:** Operate Radio Master Control to support local program and network needs by monitoring and maintaining production, distribution and program delivery systems. | |
| **Key Responsibilities:**  Working under limited direction from Operations Co-Ordinator NT:  1. Operate Radio Master Control to support program and network needs by:   1. Operating & monitoring local/territory transmission & related equipment. 2. Recognising & addressing conflicting scheduling instructions. 3. Compiling & editing switching schedule, and other scheduling systems as required. 4. Maintaining and developing standard operating procedures. 5. Operate relevant equipment to facilitate outside broadcasts.   2. Maintain technical quality of programs and network by:   1. Providing first line maintenance of transmission path e.g. program restoration 2. Locating and logging faults, and providing diagnostic support to Technical Services staff to resolve faults. 3. Maintain broadcast and associated systems by performing maintenance tasks to meet department and broadcast standards.   3. Maintain and develop client relationships by:   1. Providing competent technical advice to clients. 2. Consulting and communicating with clients as required to support program and network needs.   4. Participate in learning and development activities to develop skills and competencies of work area by:   1. Involvement in regular on the job training. 2. Identifying learning and development needs for the work area.   5. Participate in effective administration and document keeping in local work area to ensure efficient and effective communication.  6. Implement relevant Corporate WHS, Equity & Diversity policies and uphold the ABC Values. | |
| Key Capabilities/Qualifications/Experience:  1. Operational expertise and experience in Radio MCR operations with a comprehensive & broad based knowledge of radio transmission operations, computer systems & new technologies, both current & emerging. 2. Ability to deliver complex studio and switching requirements with limited direction. 3. Ability to take a pro-active approach in maintaining transmission quality. Ability to check and report faults to ensure studio equipment is maintained and operating to broadcast specifications. 4. Good organisation, communication and problem solving skills and a willingness to pass on acquired expertise & skills to others. 5. Ability to interpret & apply standards, including standard operating procedures & an understanding of Corporate WHS, Equity & Diversity policies and ABC Values. | |