## **POSITION DESCRIPTION**



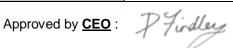
Position Title:	Broadcasting Officer
Reporting to:	Wellbeing Service Coordinator
Status:	Fixed Term, Part Time
Salary:	Level 4
Award Conditions:	Local Government Industry Award 2020
Location:	Gunbalanya/Warruwi/Minjilang/Maningrida

## **POSITION STATEMENT**

This position is responsible for the delivery of effective broadcasting services, promoting the expression, engagement and conservation of Indigenous languages and cultures.

ACCOUNTABILITIES & RESPONSIBILITIES		
Primary Tasks	<ul> <li>Liaise with community groups and cultural groups to develop broadcasting content.</li> <li>Liaise with Top End Aboriginal Bush Broadcasting Association (TEABBA) to broadcast in their regional network and to promote West Arnhem region to other communities in the top end.</li> <li>Liaise with TEABBA regarding training, broadcasting and equipment care support.</li> <li>Source content and ensure our delivery of a local radio service.</li> <li>Select and play music and articles.</li> <li>Interview community members.</li> <li>Promote local and regional stories, events, activities and meetings.</li> <li>Inform and educate community members by delivering public service announcements and public health messages and on accessing a range of health, well-being, legal, and education and housing services available to them.</li> <li>Deliver local stories and content for at least 2 hours per day.</li> <li>Care of the broadcasting equipment and broadcasting work space, including cleaning and dusting; and,</li> <li>Other duties as required.</li> </ul>	
Teamwork	<ul> <li>Communicate effectively to foster positive relationships at all levels across the community, with community members, key stakeholders, West Arnhem Regional Council staff and visiting TEABBA staff.</li> <li>Support a collaborative culture with internal and external stakeholders.</li> <li>Participate in local WARC activities and training opportunities.</li> </ul>	
Policies and Procedures	<ul> <li>Comply with all West Arnhem Regional Council Policies and Procedures.as relate to your work.</li> </ul>	
Work Health and Safety	<ul> <li>In accordance with work health and safety legislation:</li> <li>Ensure you work safely, that the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses, and,</li> </ul>	





Date: 15/07/21



<ul> <li>Within your area of responsibility, ensure of and safety legislation and Council's work his procedures.</li> <li>Actively participate in safety improvement</li> </ul>	ealth and safety policies and		
General Responsibilities  Comply with the West Arnhem Regional Content of the policies and procedures adopted to Council as varied from time to time.  This position is required to complete a fortnightly basis.  Other duties commensurate with skills and	nd submit a timesheet on a		
SELECTION CRITERIA			
1. Excellent speaking communication skil 2. An understanding of, or a willingness to procedures; 3. An interest in radio, music, interviewing culture and language. 4. Basic administration skills, including IT 5. Ability to speak the local Aboriginal Lands. 6. Ability to work independently under goto. 7. Ability to be discreet, maintain confidencies issues; 8. Ability to communicate effectively with 9. An understanding of work health and some support of the communicate is support of the communicate is supported by the communicate is supp	g people, research, promoting skills. Inguage for the location; eneral guidance. Intiality and discern sensitive Indigenous people; safety in the workplace; ence;		
<b>Desirable</b> 1. Previous broadcasting experience.			

ORAGNISATIONAL RELATIONSHIPS			
Reports to	Wellbeing Services Coordinator		
Internal	Council Services Manager Communications and Public Relations Coordinator Other WARC Staff		
External	TEABBA ACMA Community Members Community Organisations		

Date: 15/07/21



