

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 style="list-style-type: none"> • Liaise with community groups and cultural groups to develop broadcasting content. • 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. • Liaise with TEABBA regarding training, broadcasting and equipment care support. • Source content and ensure our delivery of a local radio service. • Select and play music and articles. • Interview community members. • Promote local and regional stories, events, activities and meetings. • 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. • Deliver local stories and content for at least 2 hours per day. • Care of the broadcasting equipment and broadcasting work space, including cleaning and dusting; and, • Other duties as required.
Teamwork	<ul style="list-style-type: none"> • 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. • Support a collaborative culture with internal and external stakeholders. • Participate in local WARC activities and training opportunities.
Policies and Procedures	<ul style="list-style-type: none"> • Comply with all West Arnhem Regional Council Policies and Procedures.as relate to your work.
Work Health and Safety	<ul style="list-style-type: none"> • In accordance with work health and safety legislation: • 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,



	<ul style="list-style-type: none"> • Within your area of responsibility, ensure compliance with work health and safety legislation and Council’s work health and safety policies and procedures. • Actively participate in safety improvement activities.
General Responsibilities	<ul style="list-style-type: none"> • Comply with the West Arnhem Regional Council ‘Code of Conduct’ and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. • This position is required to complete and submit a timesheet on a fortnightly basis. • Other duties commensurate with skills and experience.
SELECTION CRITERIA	
Essential	<ol style="list-style-type: none"> 1. Excellent speaking communication skills 2. An understanding of, or a willingness to learn broadcasting procedures; 3. An interest in radio, music, interviewing people, research, promoting culture and language. 4. Basic administration skills, including IT skills. 5. Ability to speak the local Aboriginal Language for the location; 6. Ability to work independently under general guidance. 7. Ability to be discreet, maintain confidentiality and discern sensitive issues; 8. Ability to communicate effectively with Indigenous people; 9. An understanding of work health and safety in the workplace; 10. Current Northern Territory Driver’s Licence; 11. National Criminal History Check clearance; 12. Current Working with Children Check (Ochre Card).
Desirable	<ol style="list-style-type: none"> 1. Previous broadcasting experience.

ORGANISATIONAL 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



Approved by **CEO** :

P Findley

Date: 15/07/21

