



POSITION DESCRIPTION

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| 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, |



Approved by **CEO** :

P Firdley

Date: 15/07/21



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| | <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. |

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



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