WEST ARNHEM REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title	Broadcasting Officer		
Location	Gunbalanya, Maningrida, Minjilang, Warruwi	Department	Community and Council Services
Position Level	Level 4	Work Group	Wellbeing Services
Position Type	Permanent / Part Time	Approval Date	6 November 2026
Coverage	WARC Enterprise Agreement	Approved By	CEO

Position Objective

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

Key Duties and Responsibilities

1. Liaise with community groups and cultural groups to develop broadcasting content.
2. 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.
3. Liaise with TEABBA regarding training, broadcasting and equipment care support.
4. Source content and ensure our delivery of a local radio service.
5. Select and play music and articles.
6. Interview community members (Adults over 18 years of age).
7. Promote local and regional stories, events, activities and meetings.
8. 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.
9. Deliver local stories and content for at least 2 hours per day.
10. Care of the broadcasting equipment and broadcasting work space, including cleaning and dusting.
11. 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.
12. Support a collaborative culture with internal and external stakeholders.
13. Participate in local WARC activities and training opportunities.
14. With regard to work health and safety in the workplace:
    a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
    b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Wellbeing Services Coordinator / Senior Officer of the Council Services Manager.

Essential Criteria

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.

Desirable Criteria
1. Previous broadcasting experience.

Organisational Relationships & Further Information			
Reports to	Wellbeing Services Coordinator / Senior Officer or the Council Services Manager	Supervises	None
Internal liaising	Other managers All staff	External liaising	Government representatives Community organisation representatives Community members and stakeholders Consultants and Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 5.00 am to 10.00 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.