

Position Description

Vacancy Title: **Presentation Director**

Location: **Suva, Fiji Islands**

Reports To: **None**

Objective

The Presentation Director will ensure the scheduling of on-air content, oversee transmission and network operations, maintain seamless broadcast quality, and promptly resolve technical issues.

Outcomes

Organisational Stakeholders

1. Productions

- Scheduling on-air content to ensure it aligns with programming requirements and strategies.
- Coordinating transitions between programs, commercials, and promotions during live broadcasts.
- Monitoring live feeds and addressing any technical issues promptly to minimize on-air disruptions.
- Reviewing content to ensure compliance with broadcasting standards and brand guidelines.
- Maintaining effective communication with production teams and other departments to coordinate content delivery.
- Able to handle emergency situations, such as technical glitches or program delays, with efficiency and professionalism.
- Maintaining accurate documentation of on-air activities and technical incidents.

2. Broadcast Operations

- Providing hourly reports on transmission and network status to track performance and identify potential issues proactively.
- Monitoring of Broadcast Operations
 - Monitoring digital and analog TV and radio stations to maintain continuous on-air quality.
 - Monitoring online streaming platforms and website functionality to ensure seamless viewer/user experience.
- Performing regular checks on generators to guarantee uninterrupted broadcast operations during power outages.
- Liaising with third-party vendors as needed to resolve technical issues or optimize operational efficiency.
- Escalating transmission and network issues promptly to management and support teams.
- Providing regular updates on issue resolution progress to ensure transparency and timely resolution.
- Assigning and updating support helpdesk tickets to ensure timely resolution of issues.

3. Teamwork and cooperation

- Cooperation within the team and greater department
- Cooperation across functions departments
- Work collaboratively to achieve the set targets and goals

4. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Product's Stakeholders

1. Statutory and operationally compliant organisation (department)

- Statutory and regulatory compliant
- Compliance with operational procedures
- Risk compliant

2. Operational and statutory compliance

- Statutory compliant to laws and regulations
 - Health and safety compliance
 - Environmental compliance
- Operationally compliant to the organisation's policies and procedures

Responsibilities - Key Competencies

Competence	Description
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Business

Competence	Description
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.

Customer

Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.

People

Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Technology Application	Apply technology.

Operational

Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Certificate	Arts and Entertainment	In Film & Television Production and/or IT
Desirable		
Diploma	Arts and Entertainment	In Film & Television Production and/or IT

Work Knowledge and Experience

- Minimum 2 - 3 experience in a similar area or Broadcast Industry
- Creative and able to contribute to program production
- Excellent written and verbal communication skills
- Reliable, flexible, proactive and attention to detail

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Valid Drivers License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Head of TV	
	Ingest Team	
	Graphics Team	
	Marketing Team	

Type	Interaction	Comments
External		
	Clients	
	Customers	
	Statutory Authorities	

Attributes

Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Team Oriented	Enjoys being with others as part of a group or team.
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Thinking Styles

Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

Closing Date: 16 Feb 2025