



VICTORIA DALY REGIONAL COUNCIL

Integrity, Respect
Equality
Honesty, Openness

JOB OVERVIEW			
JOB TITLE	Community Broadcasting Officer		
JOB LOCATION	Community Based	WEEKLY HOURS	Various
DIVISION / DEPARTMENT	RIBS	SALARY	Level 1.1
DIRECT REPORTS	Council Operations Manager	WORKING CONDITIONS	
REPORTS TO		EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2021-2023.
POSITION DETAILS			
JOB PURPOSE	Participate in the development and delivery of the local community radio station within the community in conjunction with community members.		
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide general support for the broadcasting service 2. Assist with the delivery of the broadcasting service 3. Liaise with community members to assist in the development of broadcasting content 4. Regularly update the radios web site 5. Assist with looking after radio equipment 6. Liaison with stakeholders for support 		
QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE			
EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. An appropriate tertiary qualification in Media and Broadcasting or proven experience. (desirable) 		
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Ability to be able to speak publicly to members of the community 2. Demonstrated skills in radio presentation 3. Knowledge of basic computer systems and software applicable to the position 4. Knowledge of the relevant Australian aboriginal language for the location 5. Previous experience and knowledge of, or ability to rapidly acquire knowledge of broadcasting services. 6. Previous experience in working with indigenous people or in situations requiring sensitivity to cultural differences 		
OTHER REQUIREMENTS	<ol style="list-style-type: none"> 1. Criminal History Check (recent within 3 months) 2. A current Working with Children's Card 3. A current Drivers Licence 		
PHYSICAL REQUIREMENTS	The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2021-2023		
APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER			DATE APPROVED 2/9/2022