

Job Description

Facilities Officer & Rostering Co-ordinator



Division: Broadcast Operations

Reports to: Facilities Supervisor

Direct Reports: Nil

Reports to: Facilities Supervisor / Manager, Studio Operations

Overview

The Facilities Officer / Rostering Co-ordinator is responsible for undertaking their work in a way that reflects SBS's Charter, Vision and Values and complies with relevant SBS policies, procedures and practices. The core purpose of the role is to roster Studio Operations staff, daily Resource bookings and general management of internal facilities.

Key Responsibilities:

Facilitate and schedule the long term and day to day bookings and allocations of SBS Broadcast Operations Technical facilities

1. Roster staff as required in accordance with the SBS Enterprise Agreement conditions
2. Match facilities bookings to Resource Costing templates and quotes
3. Assist clients to book and utilise resources as required to meet their production requirements
4. Forward plan to ensure that the ScheduALL booking system and Timeteq rostering system are a true reflection of Broadcast Operations Facilities and Resource utilisation
5. Provide accurate and timely administrative support to the Business Manager and Broadcast Operations Management. Intermediate level computer skills including Word and Excel.

Communications and team work skills

Consult with the Broadcast Operations Supervisors in order to roster staff and organise casuals and contractors as required. Process relevant variations such as overtime and leave approvals

1. Develop and maintain ongoing communications with internal clients to ensure that they are provided with an efficient and customer-focussed gateway for allocation of their facilities needs
2. Participate and encourage team work and multi skilling within the Facilities department
3. Consult with the Broadcast Operations Business Manager, Broadcast Operations Managers and Supervisors on the use and requirements of facilities
4. Ability to work professionally and effectively as part of a team with collective responsibility for the allocation and management of SBS TV facilities.

5. Well-developed written and verbal communications skills. Good organisational skills including self-motivation, the ability to work under pressure and to assume responsibility.
6. Build lasting relationships with external freelance operators and our client base.

Procedures

1. Identify and initiate procedures to streamline and track the efficient use of facilities and resources
2. Provide accurate and timely administrative support, reporting and data analysis as requested
3. Expand skill base and follow procedures as required

Health & Safety

All employees are responsible for safety under the Act, Regulations, Standards, Codes of Practice and the SBS Safety Management System (SMS), and

- report all injuries & hazards immediately to your supervisor
- Work safely with consideration given to your co-workers according to your departments operational requirements