Job Description

Trainer

Division: Audio and Language Content (ALC)

ALC produces radio, online, TV and social media content primarily in languages other than English. The brands include SBS Radio, SBS Arabic24, SBS PopAsia, SBS PopDesi and SBS Chill.

Reports to: Training and Editorial Standards Manager

Duty Statement

SBS Radio broadcasters are equipped to achieve the division's goals to grow and engage our audiences with unique, contemporary multi-platform content.

As a Quality and Standards team member the Broadcast Trainer is responsible for undertaking their work in a way that reflects SBS's Charter, Vision and Values, fosters a positive and proactive work environment, and complies with SBS's policies, procedures and practices.

The main tasks/responsibilities include:

Digital, technical, presentation and journalism training:

- Work closely with the content and online teams to identify skills gaps in ALC.
- Prioritise the advancement of digital and online skills, devise and implement training that addresses the developmental needs of new and existing SBS Radio broadcasters.
- Understand, promote and deliver training in SBS' Codes of Practice and Editorial Guidelines to SBS Radio broadcasters to ensure they understand their role in upholding SBS's editorial integrity and independence.

Administration and teamwork:

- Establish and role model effective working relationships with ALC team members, interdivisional colleagues and external contributors.
- Provide super user support for all ALC broadcast tools including online, production and play out equipment.
- Develop and maintain relevant documentation to support the learning needs of the ALC team.
- Contribute to divisional objectives through participation in ALC initiatives.

Workplace Health & Safety:

1. In relation to Work Health & Safety, you must comply with your safety responsibilities as detailed in relevant Acts, Regulations, Standards, Codes of Practice and the SBS Safety Management System (SMS)
2. Comply with Work Health and Safety Regulations and responsibilities

   Ensure employees and clients are :
   - made aware of their WH&S responsibilities
   - have received adequate safety induction and other WH&S information, instruction and training to enable them to conduct their work safely
   - follow safe work practices"

Selection Criteria

Criterion 1 - SBS

- As an SBS Team Member demonstrate a positive and enthusiastic understanding of SBS's Purpose and Values and a commitment to a safe, secure and diverse workplace.
- Demonstrate an understanding and alignment with SBS's values and including an ability to contribute to a positive culture through:
  - Being a positive representative or advocate for SBS;
  - Adopting a can do/will do approach;
  - Being willing to embrace and promote change;
  - And displaying a commitment to the team including OH&S, diversity and team work goals.

Criterion 2 – Training Digital, Technical and Editorial production skills:

- A genuine interest in the development of people and their skills, and the proven ability to adapt training programs according to the learning needs and capabilities of the individual or group.
- Demonstrated ability to devise and deliver training that meets the needs of a contemporary and complex media environment.
- Demonstrated proficiency with online and social media journalism tools, professional broadcast equipment and the delivery of radio and online content.
- Demonstrated ability to undertake tasks involved in the planning, preparation, production, presentation and delivery of audio content.
- Ability to use participant feedback, data and trends to inform training development and delivery in order to differentiate SBS from its competitors and deliver quality and popular programing.
- Understanding of SBS Codes of Practice and how they apply to SBS's audio and digital content.

- Ability to monitor and ensure compliance, for self and others, with SBS Editorial Codes and Guidelines.

Criterion 3 – Teamwork:

- Proven ability to be a strong team player and good collaborator to create a welcoming and positive training environment.

- Ability to communicate strategy and purpose of SBS Radio.

- Demonstrated ability to be a strong advocate for ALC programming and SBS Codes, creating a culture where adherence to codes and guidelines is front of mind.