
Parliament of Western Australia

Job Description - Parliamentary Services Department

Job Title: Broadcast Operator

SECTION 1 - Staff Details

Staff member's name:	Unit:	Reporting Services
Classification Level: Level 2	Date last updated:	August 2019

SECTION 2 – Responsibilities

This position reports directly to: Broadcast Supervisor

This position's supervisor reports to: Hansard Manager

Number of staff reporting to this position: *Nil*

SECTION 3 – Unit's purpose (to be completed by the Dept Head or supervisor)

General description of the unit's purpose (No more than 6 lines)

To provide to the Parliament -

1. Reporting, editing and proofreading services.
2. Televising and audio services.

SECTION 4 - Primary Responsibilities

The capture, editing and distribution of live and recorded audio and video broadcasting of parliamentary proceedings and events

SECTION 5 - Specific Duties

1. Provide high-quality audiovisual distribution of chamber debates, committee hearings, parliamentary special events, and other events as determined by the Presiding Officers to parliamentary offices and staff, television and radio networks, the press, and the public via live broadcast and audiovisual media.
2. Operate Broadcast Control Room computer consoles, video cameras, audio mixers, audio/video recording and editing equipment during parliamentary sittings and special events in a proficient and able manner.
3. In the absence of the Broadcast Supervisor, ably oversee the operations of the Broadcast Control Room.
4. Manage broadcast related enquires from event coordinators, Hansard Manager, parliamentary staff, technical maintenance contractors and the media.

5. Diagnose broadcast faults and Control Room system faults and take correct action as appropriate, and advise the Broadcast Supervisor when faults not immediately rectifiable.
6. Produce broadcast-quality extracted and edited video footage of parliamentary debates and special events suitable for public presentation and representation of Parliament House.
7. Any other duties as directed by the Hansard Manager or the Broadcast Supervisor.

SECTION 6 - Selection Criteria

Essential:

1. Two years broadcast or audiovisual industry experience.
2. Proficiency/experience in console operations.
3. Experience operating audiovisual equipment and performing basic diagnostics.
4. Good understanding of the flow, distribution and cabling of audio/video signals through technical equipment and RF transmission.
5. Good communication skills.
6. Sound computer skills.

Desirable:

1. Relevant tertiary qualification.

SECTION 7 - Competencies

CUSTOMER SERVICES/FOCUS

Proactively developing customer relationships by making efforts to listen to and understand the customer (both internal and external); anticipating and providing solutions to customer needs; giving high priority to customer satisfaction.

ANALYSIS / PROBLEM ASSESSMENT

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause-effect relationships.

INITIATIVE

Making active attempts to influence events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required; being proactive.

QUALITY ORIENTATION / ATTENTION TO DETAIL

Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.

TECHNICAL / PROFESSIONAL KNOWLEDGE

Having achieved a satisfactory level of technical and professional skills / knowledge in job-related areas; keeping abreast of current developments and trends in area of expertise

SECTION 8 - Acknowledgment

I acknowledge that the supervisor has explained this job description form to me.

/ /

Staff member's signature

Date

I acknowledge that I have explained this job description form to the above mentioned staff member.

/ /

Supervisor's signature

Date