



## JOB DESCRIPTION

**Job Title:** Team Leader – Pacific Way

**Work Unit:** Communications Division

**Location:** Suva, Fiji

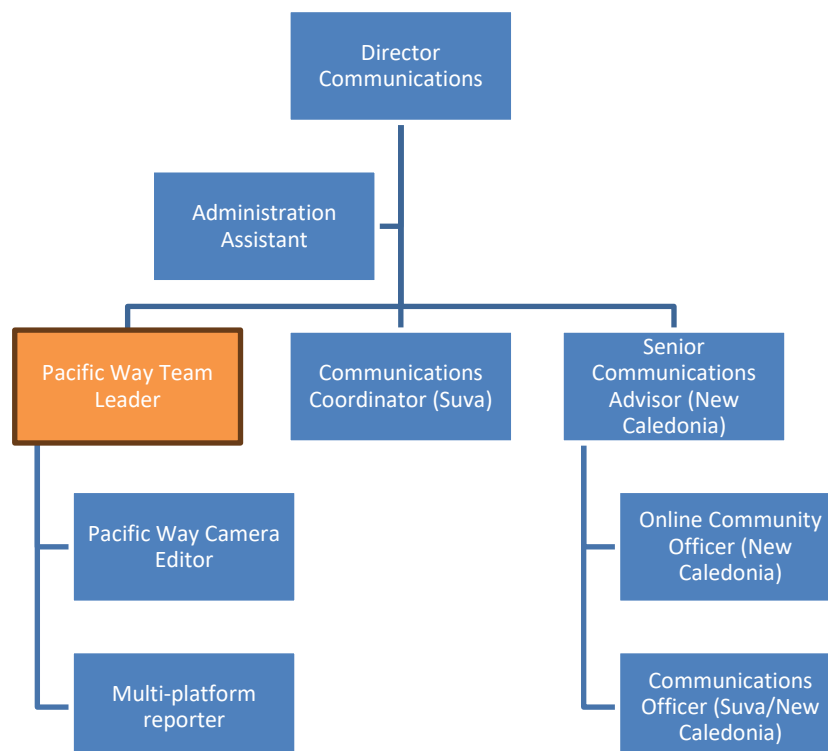
**Reporting to:** Director of Corporate Communications

**Direct Reports:** 2 direct reports

**Purpose of Role:** Lead audio-visual storytelling for SPC Communications including the production, management and dissemination of digital communications services across multi-platforms and engage with regional media partners actively for dissemination of Pacific Way. This role will also anchor significant cultural and SPC wide storytelling approaches to drive genuine understanding of the Pacific region and the work of SPC to support Pacific Island Countries and Territories. Pacific Way has been running for almost 30 years and is SPC's flagship television program.

**Date:** November 2023

### Organisational Context and Organisation Chart



## Key Result Areas (KRAs):

The position of **Team Leader – Pacific Way** encompasses the following major functions or

- **KRA1:** Production of Pacific Way and Digital Content
- **KRA2:** Digital Communications Standards
- **KRA3:** Effective coordination of content and team management

*The performance requirements of the Key Result Areas are broadly described below:*

Jobholder is accountable for	Jobholder is successful when
<p><b>Key Result Area 1 – Production of Pacific Way and Digital Content. (40%)</b></p> <ul style="list-style-type: none"> <li>• Coordinate the development and implementation of the Television and Video unit's work plan on video productions including on social media.</li> <li>• Set the standards for working with external teams, coordinate and guide SPC Divisions on standards for SPC video production and Pacific Way.</li> <li>• Supervise the unit's production services.</li> <li>• Oversee and supervise filming and video editing of programmes assigned to the unit.</li> <li>• Provide professional advice in video production.</li> <li>• Manage the unit's video content on video server in line with best-practice knowledge management and meta data saving</li> <li>• Television Stations and Internet uploads are led and managed by this role</li> <li>• Provide continuous quality control and measures</li> <li>• Coordination of audio-visual storytelling including podcast and production management of Pacific Way TV and podcast.</li> </ul>	<ul style="list-style-type: none"> <li>• Pacific broadcast stations are running Pacific Way on across the region with clear reporting and evidence of effectiveness of this work collated and reported to the Director Communications regularly.</li> <li>• Produce in line with the broader advisory team, the Pacific Way TV and radio programs to drive storytelling and cultural representation within and external to the Pacific.</li> <li>• Pacific Way TV program and podcast is completed - 12 episodes per season of 24 minutes and complimentary podcast (yearly)</li> <li>• All podcasts and TV programmes uploaded for public access and distributed to radio stations</li> <li>• Conformation and tracking of stations airing Pacific Way for quarterly reporting.</li> </ul>
<p><b>Key Result Area 2 – Digital Communication Standards. (10%)</b></p> <ul style="list-style-type: none"> <li>• Coordinate with SPC Director of Communications and team to set digital communication standard operation procedures for SPC teams, train Divisions in achieving these standards, and support dissemination of short content on social media platforms in line with these standards.</li> <li>• Train Divisional teams in video editing and radio broadcast techniques to improve quality of content across the agency</li> <li>• Ensure effective uploading of video footage to SPC's video archive</li> </ul>	<ul style="list-style-type: none"> <li>• Formatting of content from external and internal Divisions is aligned to the SPC digital strategy vision.</li> <li>• Images and videos are collated in the knowledge system with appropriate cataloguing within 2 weeks of travel for accessibility to Divisions and broader SPC.</li> <li>• Appropriate consent is attached and confirmed at time of shooting to all files.</li> <li>• Shooting standards are high quality and best-practice.</li> <li>• Training of Divisional teams and templates for Divisions using Premier Pro is deployed to support.</li> </ul>

<p><b>Key Result Area 3 – Effective coordination of content and team management. (30%)</b></p> <ul style="list-style-type: none"> <li>• Office management of the Pacific Way studio ensuring working order of equipment and booking management.</li> <li>• Coordinate payments of cost recovery for services from Divisions and external stakeholders.</li> <li>• Coordinate the team in television, video and audio production.</li> <li>• Implement a dynamic best-practice digital strategy across TV, radio, and digital channels in partnership with the broader communications team.</li> <li>• Develop a preferred supplier process in coordination with Director Communications for alignment.</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively develop a yearly schedule of key Pacific Way work and availability for support to broader SPC corporate services</li> <li>• Clearly articulate standards to Divisions and workplan</li> <li>• Coordinate preferred supplier list in a central environment.</li> <li>• Ensure financial policies are followed with support from Director Communications including FCR and all procurement.</li> <li>• Library and Databases are maintained and archived in line with established standards.</li> <li>• Preferred suppliers listing is implemented and supported.</li> <li>• Staff receive job satisfaction and career development.</li> <li>• Partnership engagement with key stakeholders in broadcast and digital content leads across the Pacific and Pacific media are engaged when doing Pacific Way work.</li> </ul>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

**Most Challenging Duties Typically Undertaken (Complexity):**

- The most challenging duties typically undertaken include:
- Anchoring the revisioning of Pacific Way and supporting coordination of standards of practice for digital content across the broader SPC. Engaging with internal and external stakeholders and supporting preferred supplier standards and processes.
- Working across SPC to guide and promote internal communication content and principles.

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Communications Director</li> <li>• Divisional Communication Coordinators</li> <li>• Noumea based Directors</li> <li>• Executive Office</li> <li>• Office of Information Services</li> <li>• Divisional technical teams on key areas of work</li> </ul>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Advice and planning</li> <li>• Storytelling and influence towards effective ways to tell the story in line with the vision of Pacific Way</li> </ul>
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Pacific Way advisory group</li> <li>• Donors/Partners</li> </ul>	<ul style="list-style-type: none"> <li>• Broadcast media across the region to disseminate</li> </ul>

<ul style="list-style-type: none"> <li>• Media and broadcast houses</li> <li>• Members</li> <li>• Communities and talent</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement with external users of Pacific Way and audience</li> <li>• Coordination and scheduling</li> </ul>
-------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------

**Level of Delegation:**

Routine Expenditure Budget: 0

Budget Sign off Authority without requiring approval from direct supervisor: 0

**Personal Specification:**

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

**Qualifications**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Bachelor qualification in television production, broadcast media, journalism, audio visual technology OR equivalent experience</li> </ul>	

**Knowledge/Experience**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Minimum of 5-6 years working experience in audio-visual, digital and/or broadcast</li> <li>• At least 5-6 years of experience working on video production within Pacific media or an international organisation</li> <li>• Experience working in communities and development of storytelling in Pacific Island Countries and Territories</li> <li>• An ability to adapt to topical conditions and terrains.</li> <li>• Knowledge of filming techniques, video editing and related software, equipment.</li> <li>• Production of television program including supporting a film team and working with external contractors to support production.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience producing or leading a team as executive producer</li> <li>• Experience developing science in action content, storytelling for children ideal</li> <li>• Understanding of Pacific diversity and protocols of diverse Pacific audiences in digital and audio-visual formats</li> <li>• Budget and project management experience</li> </ul>

**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> <li>• Digital communications development including filming, scripting, video editing, production and social media packaging</li> <li>• Fluency across multiple media platforms</li> <li>• Capacity development and coordination of standards of practice.</li> </ul>
--------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> <li>• Relationships with regional media houses</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Writing for media and social media platforms</li> <li>• Team coordination and project management</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Broad awareness of Pacific issues in sustainable development and climate change</li> <li>• Relevant social and economic issues in the Pacific</li> </ul>

### Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Commitment/ Accountability
- Professional/Technical Expertise
- Teamwork
- Promotion of equity and equality
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for managers only)
- Strategic Perspective (for managers only)

### Personal Attributes

- High level of professional integrity and ethics
- Friendly collaborative demeanor

### Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.