



POSITION DESCRIPTION

POSITION TITLE:	Radio Station Coordinator
CLASSIFICATION:	Fixed Term Full Time QLD Local Govt Industry AWARD (Stream A)
REPORTS TO:	Community Services Manager
PLACE OF EMPLOYMENT:	Cherbourg Radio Station, Cherbourg
HOURS OF DUTY:	As rostered

ROLE PURPOSE

The Radio Station Coordinator is responsible for overseeing the daily operations of the Cherbourg Radio Station, ensuring the delivery of engaging content, and supporting the staff in their roles. This position plays a pivotal role in fostering community engagement, ensuring technical and content quality, and liaising with both internal and external stakeholders to promote the station's objectives and values.

KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Oversee daily station operations, including programming, maintenance, and on-air monitoring.
- Mentor and guide staff in content development and programming.
- Address and resolve conflicts and on-air issues promptly.
- Engage and support local stakeholders, promoting community and council programs.
- Provide technical support across various station areas, including studios and transmitter sites.
- Ensure compliance with licensing conditions and report to relevant bodies.
- Oversee sales programs, negotiate advertising and sponsorship packages, and manage related logs.
- Coordinate and manage station events.
- Supervise production aspects, including station imaging, sponsor messages, and community notices.
- Succession planning for the continued successful operation of the radio station, to encourage/empower community staff to gain relevant knowledge and skills.

- Engage with broadcast peak bodies and ensure adherence to reporting and KPIs.
- Manage equipment maintenance and engage industry-specific contractors.
- Oversee budget adherence and attend to community support requests.
- Handle public relations with cultural sensitivity.
- Report to the Community Services Manager and liaise with internal and external stakeholders.
- Uphold teamwork values, customer service standards, communication excellence, and quality standards.
- Adhere to workplace health and safety guidelines, ensuring a safe environment.
- Strive for efficiency, compliance, and continuous improvement in all tasks.
- Participate in Council's training programs and uphold the Council's Code of Conduct

EXTENT OF AUTHORITY

- Accountable to the Community Services Manager for performance of the position.

KEY RELATIONSHIPS

Internal Liaisons:	Community Services Manager, all Radio Station staff
External Liaisons:	Commonwealth and State Government Agencies, Community stakeholders and members

CORE COMPETENCIES

Teamwork

- Participate in team-based activities, contribute towards staff improvements, and maintain a positive and respectful team environment
- Respect, encourage, and support other team members.
- Perform in a range of team roles.
- Contribute to team activities.

Customer Service

- Deliver courteous and respectful service to both internal and external customers based on their expectations
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

Communication

- Express ideas, opinions and complex information clearly and concisely
- Arrange and attend regular staff meetings

Quality

- Work towards achieving and improving the agreed quality standards within your team.
- Work according to agreed quality standards within your team.

Environment

- Strive to reduce adverse impacts on the environment and implement corrective actions when necessary

Workplace Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Complete tasks efficiently and contribute towards improving efficiency in the workplace.

Compliance

- All staff are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures
- Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence/certificate.
- All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
- All employees are to work in accordance with the standards contained within Council's Code of Conduct.

GENERAL

Whilst employment is in the position described in this document it is understood that employment is with Cherbourg Aboriginal Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

- The CASC will review employees' job descriptions from time to time and update them to ensure that they relate to the job as then being performed.
- Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
- All staff are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures
- All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
- All employees are to work in accordance with the standards contained within Council's Code of Conduct.

SELECTION CRITERIA

- Experience in broadcasting or media is highly regarded.
- Cert III in Broadcasting or equivalent experience in a broadcasting environment.
- Knowledge of broadcast equipment and software, including air, production, and scheduling tools, and proficiency with office software like Microsoft Office.
- Willingness to undertake further training
- Current open C class driver's license.

- Experience in communicating, negotiating, and interacting with Aboriginal people, along with knowledge of Aboriginal culture and customs.
- Strong oral and written communication, negotiation, and interpersonal skills.
- A commitment to continuous improvement and a passion for enhancing service delivery and business improvement.

ACKNOWLEDGEMENT

This revised position description is a version that aims to clearly describe the position requirements and expectations. All employees are expected to participate in reviews of their position description, contribute to reasonable changes and comply with all organisational and council requirements. Failure to maintain licenses and certificates may result in changes to employment conditions.

Employee Name & Signature

Date

Supervisor Name & Signature

Date