

<b>Job title</b>	<b>Senior Technical Operator</b>		
<b>Job family</b>	<b>Technical Production</b>	<b>Band</b>	<b>C</b>

**Appendix**

There may be sub-sets of the generic job described below which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

<b>Additional job specific responsibilities and accountabilities</b>
<p>The Senior Technical Operator will be expected to fulfil all of the following technical requirements:</p> <ul style="list-style-type: none"> <li>• Ingest of video and audio material into the various media systems used across BBC Scotland</li> <li>• Import and management of file-based media</li> <li>• Monitoring and quality control of incoming and outgoing material</li> <li>• Management of internal circuit routing within the BBC and of satellite uplink and downlink workflows</li> <li>• Operation of live studio gallery equipment and transmission</li> <li>• Operation of studio floor and remote camera and lighting systems</li> <li>• Operation of broadcast equipment on location</li> <li>• Implementation of all health and safety requirements when working on studio floor or in transmission areas</li> <li>• Editing of material using Avid Media Composer and other non-linear editing systems</li> <li>• PSC Camera work - Shooting, lighting and sound operation to a basic level suitable for broadcast</li> <li>• Directing pre-recorded programme sequences and live bulletins</li> </ul>

<b>Approval</b>	
<b>Manager</b>	Kevin Jackson, Assignment Editor
<b>HR Business Partner</b>	Michelle McInnes
<b>Date</b>	<b>06/02/2019</b>

**Job purpose**

Provide a range of technical services to programme-makers, contributing to the day-to-day activities, as well as to special projects

**Key responsibilities and accountabilities**

- Carry out the necessary planning to ensure that all required facilities and arrangements are available in the gallery and on the studio floor (and where appropriate for outside)
- Co-ordinate assembly of all material required for programme
- Responsible for handling problems encountered with live transmissions, taking account of editorial priorities and availability of Resources
- Decide on which equipment is best suited to the editorial “style” sought
- Advise and guide on story treatments in terms of production values and technical viability
- Direct the programme for either live broadcasts, transmission or recording, either on location or studio taking into account time constraints, lighting requirements and film-making techniques
- Supervise and produce the editing of material on VT as required
- Write scripts as required
- Identifies and tells stories in a concise and clear way
- Understands editorial issues relating to emerging stories
- Schedule other members of the team, deciding where necessary the appropriate level and nature of support required to provide a quality service
- Responsible for appraisal, development and guidance of less experienced members of the team
- Explains clearly the technical and operational facilities and limitations to programme-makers
- Interpret the requests of our colleagues and within budgetary limitations, realise their artistic requirements in the most creative way possible to contribute ideas to the programme
- Plan and organise assignments and projects, ensuring the workload is prioritised around broadcast deadlines and business requirements
- Scan market to make contacts for independent or corporate customers

**Knowledge, skills, training and experience**

**Essential**

- Experience of working as a technical operator in a live broadcast environment and a range of production genres
- Experience of operating baseband and file based routing and ingest systems
- Good technical knowledge of digital media standards, codecs and production workflows and their dependencies
- Good technical knowledge of broadcast systems & infrastructure and studio & OB facilities
- Understanding of television lighting and the equipment and systems
- Demonstrable appreciation of colour and light in television production and skill in operating the equipment to control these factors to meet artistic and editorial requirements
- Operational knowledge of BBC media production systems and workflows
- Good knowledge of local and inter-regional circuit routing and control systems and

<p>processes</p> <ul style="list-style-type: none"> <li>• A good knowledge of safe working practices in Studio and Outside Broadcast environments including Electricity at Work requirements</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
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<b>Job impact</b>
<p><i>Decision making</i></p> <p><i>Scope</i></p>

<b>Other information</b>	
<b>For Reward team use only</b>	
Job Code	
Definition:	Content

*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*