

JOB TITLE	Media Technology Engineer	GRADE	13
POSITION CODE		OFO CODE	
DIVISION	School of Journalism and Media Studies	INCUMBENT	
SUPERVISOR/MANAGER	Manager: Media Technology and Operations	JOB TYPE (ACADEMIC/SUPPORT)	Support
PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)	Permanent	FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)	Full Time
COUNCIL FUNDED POST OR OUTSIDE FUNDED	Council	DATE APPROVED	14 June 2024 - JE Committee Updated 07 October 2024 (HS)

MAIN JOB OBJECTIVE/S

To support the media production activities of the students and staff of the School of Journalism and Media Studies through effective and efficient support of technology operations and resources. To install and sustain studio facilities and equipment to ensure optimum, functional, secure and available facilities.

DESCRIPTION OF KEY RESPONSIBILITY AREAS	KEY PERFORMANCE INDICATORS
Systems Support and Maintenance – 50%	<ul style="list-style-type: none"> • Technical facilities and equipment setup including off site or temporary locations. • Troubleshooting and servicing equipment as required. • Conducting preventative maintenance and replacement of faulty equipment. • Performing maintenance, periodic cleaning and servicing of equipment. • Scheduling major equipment repairs and service with outside providers regarding faulty equipment outsourced for repair, and managing such processes to ensure best possible service and least downtime for equipment and systems. • Ensure functional, streamlined and reliable digital systems. • Correct configuration and testing of equipment to ensure less faults. • Document and follow up on reported faults. • Maintain technical documentation, reports and schematics to describe equipment and systems operations, malfunctions and operating characteristics.

<p>Operational Responsibilities – 25%</p>	<ul style="list-style-type: none"> • Understand and facilitate the operation of the audio, photographic, television and any additional studio facilities of the School in support of academic and project activities. • Ensure the functionality of these spaces for student practical and general production use including regular checking and testing of facilities and related equipment. • Interpret and implement requests from staff and students for teaching, project, and research purposes, and provide the necessary technology advice, instruction, supervision, and support relating to production facilities and specialised media equipment. • Contribute through advice and guidance to other areas of the University relating to their production needs as required while maintaining the prioritisation of JMS activities. • Provide support on editing software. • Provide input to update technical documentation. • Technical inputs and specifications to support procurement of correct equipment and software.
<p>Project Management Responsibilities – 15%</p>	<ul style="list-style-type: none"> • Assessment of project production requirements in conjunction with the initiating Academic or Project staff member, and the Media Technology Manager, for the determination of resource availability and scheduling. • Reviewing assigned project plans and taking corrective measures to bring projects within agreed parameters where necessary. • Determination and coordination of equipment needs including specification for field trips and approved external production projects as required involving students and staff. • Provide technical recommendations in designing, commissioning and implementing new facilities. • Ensuring that the media production needs and outputs of the School are aligned with the strategic institutional frameworks of both the School and the University. • Contribute towards planning around technology strategies and planning for the School along with other members of the JMS Technology Section.
<p>Health and safety responsibilities - 10%</p>	<ul style="list-style-type: none"> • Developing and ensuring a healthy and safe working environment. • Ensure that safety standards are identified, documented and adhered to. • Ensure that all equipment is stored safely and that safety measures are developed and implemented with regards to all equipment and systems.

	<ul style="list-style-type: none"> • Ensuring that all safety equipment is properly located, labelled and maintained, e.g. Fire extinguishers, first-aid boxes, sand-buckets etc. • Monitoring and advising on safety practices and protocols in the School. • Serving as the School Safety Officer, and undergoing the necessary initial and refresher training. • Promoting safe practice within the School. • Co-ordinate in-house First-Aid and Safety training. • Ensuring that all accidents are properly recorded and reported to the Manager: Media Technology.
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JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

3-year diploma (NQF Level 6) in Electrical Engineering (LC), Computer Systems or IT, with 5 years relevant experience (does not have to be concurrent and can be made up of in-house training, internship, project work whilst studying etc.), in broadcast engineering, related electronics or IT field, including the following:

- Previous experience in a digital broadcast environment;
- Experience in broadcast equipment installations, commissioning, troubleshooting and maintenance ;
- Experience in media production in a computerised environment, including workflow and file management;
- Essential understanding of IT network infrastructure;
- Experience in the administration of computer-based media catalogues or digital asset management software would be an advantage;
- Experience in working with non-linear editing systems will be advantageous.

COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES

The job incumbent is required to demonstrate the following competencies: -

TECHNICAL SKILLS

- Ability to operate multi-camera studios and digital video switching units and / or mixing desks and digital audio production equipment.
- Proficient operation of portable video, audio and photographic equipment for the purposes of media production
- Understanding of SD/HD-SDI and IP systems.
- Understanding and application of analogue and digital audio principles.
- Understanding and application of safe audio-level principles.
- Good understanding of equipment & facilities within the TV and Radio broadcasting environment.
- Understanding of various video and audio file formats.
- Familiarity with Creative Cloud or equivalent software-based editing packages.
- Detailed system diagram understanding.
- Sound analytical ability to enable troubleshooting, fault-finding and fault resolution.

PEOPLE AND COMMUNICATION SKILLS

- Ability to communicate effectively both verbally and in writing in English.
- Ability to communicate in other official languages is desirable and will be an advantage
- Sound interpersonal skills with an ability to interact with a diverse range of individuals.
- Ability to perform tasks as an individual and in collaboration with others.

ADMINISTRATIVE SKILLS

- Sound Computer literacy: able to work with a word processor, spreadsheets, use the internet and email.
- Excellent organizational skills including the ability to plan day to day work, schedule productions, prioritise and meet deadlines.
- Keeping accurate records and attention to detail is essential.

- Ability to read, interpret, and create technical documentation.

WORK BEHAVIOURS

- Strong service ethic with a track record of continuous improvement.
- Able to work independently as well as a member of a team.
- Actively seeks feedback.
- Able to withstand criticism and use constructive criticism to improve service delivery and own contribution.
- Professional and able to produce work of a high quality.
- Shows initiative.

SUBORDINATES

None

FUNCTIONAL RESPONSIBILITIES

PLANNING

(i) What is the longest (macro) period that the jobholder has to plan ahead?

1 year

(ii) Typically, how long are the micro phases/time periods that the macro planning is divided into?

1-2 months event depending

ADDITIONAL INFORMATION

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RemChannel Code

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Note: Any changes made to the job profile (other than the name of the incumbent, the position code and OFO code) must be approved by the People and Culture Director or the Senior Manager: Specialist HR Services