



NOTES

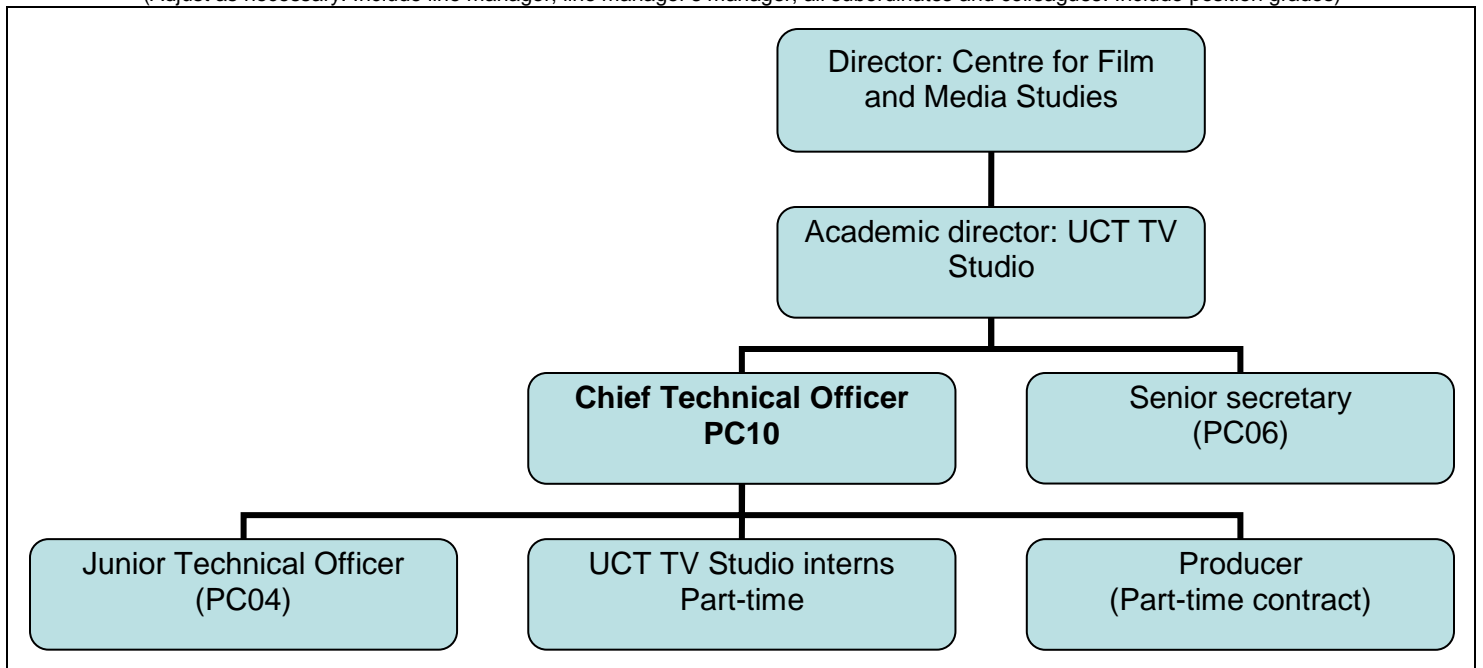
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Chief Technical Officer: UCT TV Studio		
Job title (HR Practitioner to provide)	Chief Technical Officer		
Position grade (if known)	PC10	Date last graded (if known)	
Academic faculty / PASS department	Humanities		
Academic department / PASS unit	Centre for Film and Media Studies (CFMS)		
Division / section	UCT TV Studio		
Date of compilation	2018/10/17		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to manage the TV Studio technically and administratively, taking responsibility for the care, upkeep and operation of the facility, line managing staff and having input in a variety of aspects associated with the day to day operations as well as the longer-term strategic planning of the facility (including HR-related administration, marketing, teaching and learning, and social responsiveness projects). The CTO is line-managed by the UCT-TV Academic Director, who in turn is line managed by the Director of the CFMS. The CTO will manage several full- and part time staff members and interns.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Studio infrastructure design and maintenance.	10	Studio infrastructure design and maintenance. This includes restructuring and enabling the functionality of systems in the various operating areas of the studio (multi-camera production, single camera production, post-production, duplications & format conversions), staying abreast of technical advances and giving input on equipment purchasing strategy.	Studio facilities are in optimal operational condition at all times. Studio infrastructure is upgraded and repaired as required. Staff and student experience of studio facility use is positive and conducive to learning and production
2	Video production, audio recording and post-production.	15	Overseeing and/or performing and quality control of video production, audio recording and post-production . This includes audio and multi-camera and single camera, in studio and on location. The CTO would be responsible for advising clients on production aspects (technical and conceptual) and performing or overseeing the performance of creative and technical aspects (including those related to camera, sound, lighting and post-production) for the project undertaken.	Learning material is produced to academic staff requirements. UCT TV Studio producer (postgrad production student), performs production oversight and tasks efficiently and to a high standard. This includes taking briefs from clients, preparing quote, booking crew and coordinating production and post-production. All material produced is of a high standard and any technical issues are addressed efficiently and effectively.
3	Training	25	Training students, staff and social responsiveness project participants to operate production equipment and studio systems including cameras, audio recording devices, control room equipment (including vision mixer, vision control, lighting control, audio mixer) during UCT TV teaching and learning courses and on an ad hoc basis.	UCT degree students receive one-on-one and small group training on correct operation of equipment. UCT staff receive one-on-one and small group training on correct operation of equipment. Short course participants receive small and large group training on correct operation of equipment. UCT TV Studio staff receive one-on-one and small group training on correct operation of equipment as required.

4	Management	25	Managing day to day running of the facility in collaboration with other permanent and part time, academic and pass staff members and contributing to long term strategy (including business strategy, equipment acquisitions, staffing etc).	UCT TV Studio day to day activities run smoothly. Issues and problems are addressed and resolved as they arise. Instructions received from the academic director are implemented. Feedback and updates given to the academic director on a regular basis. Any unresolved issues are referred to the academic director.
5	HR tasks	10	Overseeing full time and part time studio staff , including daily activities, performance evaluations and staff development. The staff complement changes according to studio needs. Currently there are two full time PASS staff members (senior secretary and technical officer), two contract workers (producer and learning co-ordinator) and several interns working in portfolios including marketing, social media content creation, video production, impact producing and film distribution.	Development dialogues are completed timeously and to HR requirements. All HR documentation is completed and submitted timeously. A positive atmosphere for staff development is maintained.
6	Duplications, format conversions and other services.	15	Overseeing, performing and quality controlling duplications and format conversions and other services.	Staff and other clients receive duplications and format conversions timeously. Duplications and format conversions are completed to a high quality standard.

MINIMUM REQUIREMENTS

Minimum qualifications	Diploma (or degree) in video technology, film production, electronic engineering, project management or similar relevant fields			
Minimum experience (type and years)	5 years relevant professional experience			
Skills	Management or project management experience. Video production Multi-camera studio operation/production Good people skills & ability to inspire a diverse team			
Knowledge	Video production equipment and services Video production quality standards			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Strong work ethic, dedication/commitment to work and quality of outputs Must be willing to take ownership of position and develop job description based on changing institutional needs and own competencies and interests Desire to facilitate learning and foster growth in others Desire to engage in continuous learning Ability to take input from superiors, work collaboratively with peers and delegate to others Desire to become part of and foster positive working environment Must enjoy working with diverse colleagues Awareness of and sensitivity to diversity on campus Zero tolerance for harassment and discrimination in work environment and ability to deal with same in decisive and constructive way			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Planning and organising	2	Conceptual thinking	2
	Teamwork/collaboration	2	Continual learning	2
	Coaching/developing others	2	Managing conflict	2
	Adaptability/flexibility	2	Professional knowledge and skill	2
	Safety awareness	2	Communication (verbal and written)	2
	Decision making/judgment	2	Quality commitment/work standards	2
	Result focus	2	Client/student service & support	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Day to day running of UCT TV Studio activities Management of UCT TV staff Management and upkeep of UCT TV Studio facilities and infrastructure Oversight of video and audio production Duplications and format conversions
Amount and kind of supervision received	Regular, collaborative supervision from line manager: academic director. Occasional input from HOD.
Amount and kind of supervision exercised	Daily supervision of permanent and part time staff (3 – 6)
Decisions which can be made	Day to day running, production parameters, client quotes, supplier and quotation short lists, conflict management within team.
Decisions which must be referred	Purchases, HR changes (hire, fire), restructuring, strategy

CONTACTS AND RELATIONSHIPS

Internal to UCT	All CFMS staff, film equipment and facility users (staff and students), production and reproduction clients (staff), Baxter Theatre management and staff
External to UCT	Suppliers (equipment, repairs, infrastructure), non-UCT clients