



## Roles and responsibilities: Technical / IT Coordinator

### Duties

- Ensures that 997 Bridge FM complies with the Australian Communications and Media Authority (ACMA) rules and regulations regarding technical operations at all times, thus protecting the license and financial resources of the station,
- Oversees and reviews the station's operations and maintenance logs, scheduling regular on-site transmitter inspections, and performing regular reviews of station operations to keep up-to date with current ACMA policies
- Maintains the technical operations of 997 Bridge FM by overseeing the maintenance of all ICT equipment (including all tech relating to communication, recording and transmitting both at the Station, the Transmission Tower and for remote/OB equipment) and monitoring and measuring station audio signals for both ACMA and the highest possible audio quality.
- Coordinates the resources necessary to maintain the technical operations of 997 Bridge FM by organising the writing of operation manuals for all volunteer staff and announcers and keeping a library of all technical manuals and data manuals for equipment and components used.
- Develop and coordinate a preventative maintenance program, thus ensuring around-the-clock broadcasting capability for the 997 Bridge FM. In collaboration with the Technical Committee ensure periodical testing of all backup equipment (eg transmitters, generators, transfer switches and remote controls). Key to this role will be the ability to identify and assign a qualified technician to respond to technical emergencies on a 24-hour basis.
- Facilitates the purchase of new equipment by researching new equipment and writing bid specifications in concert with the Grants Committee, coordinates the appropriate contractor for the installation of new equipment, engages in process improvement by identifying operations problems that have technical solutions.
- Understanding and maintaining our current network operations and software, facilitating staff instruction where required, and trouble-shoot computer and networking problems and coordinate with the appropriate contractors for on site or off site equipment repair
- Assists in the administration of the 997 Bridge FM by reviewing and/or filing all engineering related documents required in line with Station protocols and the requirements of ACMA; maintaining and reviewing station records, required logs and other records as indicated by broadcast engineering best practice.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues.

### Considered Qualifications and Experience

- Knowledge and/or experience in dealing with ICT infrastructure
- A willingness to stay current with trends in ICT developments and advancements
- Excellent oral and written communication skills
- Same as outlined in the Board member job description