



POSITION DETAILS

Position Title:	Livestreaming Operator
Job Type:	ICT & Livestreaming
Hours of work	Casual, varies depending on semester requirements, normally Monday to Friday
Reports to:	General Manager
Award	Educational Services (Post-Secondary Education) Award 2020 - <i>General Staff 3</i>
Date of appointment	September 2023

POSITION REQUIREMENTS

1. QUALIFICATIONS

Certificate IV in Information Technology or related field or relevant Audio-Visual experience

Must hold a current working with Children's Check

Role is subject to a police check prior to appointment

2. PERSONAL ATTRIBUTES

Promote the Christian character and ethos of our clients

High standard of personal presentation

High level of computer literacy

Commitment to continuous improvement, responsiveness to feedback and flexible to change

Good written and verbal communication

Excellent interpersonal skills with all stakeholders

Attention to detail

Able to work in a cooperative manner and be flexible with changing needs

Able to execute tasks in an efficient manner



RTC Support Services

Position Description

3. PERSONAL ATTRIBUTES

A = Actionable D = Delegable R = Responsible				
Classification	Task category	A	D	R
Strategy & Planning	Implementation of Strategic Plans		X	X
	KPI Reporting		X	X
Policies & Procedures	Development and review			X
Services Agreements	Implementation of agreements			X
	Foster Genuine Relationships			X
ICT	Classroom ICT Support for livestreamed classes			X
	Classroom ICT Set Up			X
	Class scheduling set up			X
	Livestreaming basic equipment maintenance			X
	Management of livestreaming participants			X
	Event ICT Support			X
	Livestreaming troubleshooting			X
Events/Catering	Event ICT Management			X
	Event Streaming			X
	Technical set up/pack up			X

4. TIME COMMITMENT

Ability to attend RTC's Melbourne Campus for live streamed classes during semester as well as intensive periods and attendance to events by mutual agreement.

5. OH&S

Take reasonable care for their own health and safety

Take reasonable care for the health and safety of others who may be affected by their acts or omissions

Cooperate with anything the employer does to comply with OHS requirements

Not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace for OHS

.....
Employee Signature

.....
Date

.....
Employer Signature

.....
Date



RTC Support Services

Position Description