

SKILLS FRAMEWORK FOR MEDIA		
SKILLS MAP - MANAGER - LINEAR MEDIA INFRASTRUCTURE		
Sector	Media	
Sub-sector	TV and Broadcast	
Track	Media Technology and Operations	
Sub-track	Linear Media Infrastructure	
Occupation	Media Technology and Operations Professional	
Job Role	Manager - Linear Media Infrastructure	
Job Role Description	<p>The Manager - Linear Media Infrastructure manages the planning, design, procurement, installation and maintenance of all linear media equipment and infrastructure for the organisation. He/She plans and delivers projects for new facilities, as well as decommissions redundant infrastructure. He uses relevant performance metrics to evaluate the performance of current linear media infrastructure and ideate possible enhancements to improve media operations. He also drives the preventive maintenance of linear media equipment and infrastructure.</p> <p>The work requires driving multiple concurrent projects involving several internal and external stakeholders. He spends most of his time planning and overseeing projects as well as in day-to-day operations.</p> <p>He should be an expert planner and an effective people manager. He should be able to manage multiple projects and various stakeholders effectively.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Plan media infrastructure and operations	Develop plans for the organisation's linear media infrastructure upgrade
		Prioritise infrastructure upgrades based on criticality, functional benefits, budgetary constraints and organisational strategy
		Prepare budget for proposed infrastructure projects
		Maintain business relationships with key equipment and maintenance service vendors
	Deliver linear media infrastructure projects	Outline project scope, deliverables and success criteria in alignment with the organisation's linear media infrastructure requirements
		Allocate roles and responsibilities to the project team for linear media infrastructure projects
		Review technical designs for equipment and infrastructure as per project scope
		Allocate resources to the project team
		Give approvals to the project team
		Seek approvals for equipment and material procurement by creating and submitting requisitions for approval
		Purchase equipment and materials using the appropriate tendering process by coordinating with the procurement team
		Oversee the installation of new linear media equipment and infrastructure
	Execute linear media maintenance operations	Approve the commissioning of new linear media equipment after analysing test reports and checking for adherence to desired parameters
		Develop annual preventive maintenance schedule in collaboration with the linear media operations team
		Oversee the preventive maintenance calendar and periodic reviews on the preventive maintenance
		Develop internal service level agreements (SLAs) for troubleshooting technical faults, in collaboration with the linear media operations team
		Facilitate resolution of technical issues that cannot be resolved in-house by engaging external vendors
	Improve performance of media operations	Develop standard operating procedures (SOPs) for preventive and corrective maintenance processes
		Evaluate performance of linear media infrastructure by analysing key performance metrics
		Analyse and develop supportable solutions for major breakdowns in collaboration with the linear media operations team and vendors
		Develop measures to improve performance of linear media infrastructure
		Review linear media equipment and infrastructure to recommend upgrade
	Manage teams and/or departments	Implement key infrastructural changes to automate linear media processes
Communicate common goals, direction and accountability among staff		
Develop staff by coaching, mentoring and engaging in career discussions		
Exhibit effective performance management practices within department in accordance with organisational policies and procedures		
	Monitor budgets, forecasting, work allocations and staffing of the various departments	

Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Broadcast Infrastructure Design	Level 4	Leadership	Intermediate
Broadcast Infrastructure Installation	Level 4	Communication	Intermediate	
Broadcast Infrastructure Maintenance	Level 4	Decision Making	Advanced	
Contract and Vendor Management	Level 3	Developing People	Intermediate	
Emergency Response Management	Level 4	Resource Management	Intermediate	
Programme Listing	For a list of Training Programmes available for the Media sector, please visit: www.skillsfuture.sg/skills-framework/Media			

The information contained in this document serves as a guide.