

SKILLS FRAMEWORK FOR MEDIA				
SKILLS MAP - EXECUTIVE - STANDARDS AND PRACTICES				
<b>Sector</b>	Media			
<b>Sub-sector</b>	Games, Film and Video, TV and Broadcast			
<b>Track</b>	Media Business Management			
<b>Sub-track</b>	Standards and Practices			
<b>Occupation</b>	Media Standards and Practices Professional			
<b>Job Role</b>	<b>Executive - Standards and Practices</b>			
<b>Job Role Description</b>	<p>The Executive - Standards and Practices (S&amp;P) coordinates the review and modification of content to suit specific territories. He/She is expected to liaise with internal and external stakeholders to ensure appropriate content cuts have been made in compliance with guidelines of the territories where it is to be distributed.</p> <p>The work involves a high levels of concentration to ensure timely and quality output, as well as a coordination with several internal stakeholders.</p> <p>He should be effective at coordination and possess a keen eye for detail. He ought to be well-planned and proficient in communication and stakeholder management in order to deliver effectively.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	Plan standards and practices (S&P) operations	Key Tasks	
			Identify external S&P and compliance editing vendors	
			Communicate expected quality standards from S&P review and compliance editing to external vendors	
			Implement workflow and ratings classification databases for content	
	Execute S&P operations	Research censorship guidelines for territories under own purview to stay updated		
		Prepare compliance notes during review sessions for the compliance review of new content		
		Coordinate review sessions for the compliance review of all new content		
		Perform ratings classification for content under own purview		
		Advise external compliance editing vendors to ensure their output complies with compliance guidelines and organisation's quality standards		
	Evaluate and improve S&P operations	Maintain updated database of S&P guidelines for all territories under own purview		
		Track key S&P compliance and strategic metrics to evaluate S&P performance		
		Report public feedback regarding censorship and/or classification issues in specific content, for appropriate action to be taken		
<b>Skills and Competencies</b>	<b>Technical Skills and Competencies</b>	Level 3, Level 4	<b>Generic Skills and Competencies (Top 5)</b>	
			Content Rating and Compliance	Communication
	Customer Behaviour Analysis	Level 3	Decision Making	Intermediate
	Research	Level 2	Problem Solving	Intermediate
			Creative Thinking	Intermediate
			Sense Making	Basic
<b>Programme Listing</b>	For a list of Training Programmes available for the Media sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/Media">www.skillsfuture.sg/skills-framework/Media</a>			

The information contained in this document serves as a guide.