

1. Station Manager

- a) Has overall responsibility over the Station and its policies
 - b) Chairs Committee Meetings.
 - c) Compiles a development plan and investigates strategy and methods of future growth.
 - d) Ensures effective teamwork and communication across URB
 - e) Is a financial signatory.
 - f) Sits on the Media Executive Committee.
 - g) Administers all Broadcast Licences and ensures the Station runs under Ofcom codes of conduct.
 - h) Administers all complaints by listeners and recommends action
 - i) Ensures the Constitution is adhered to and is relevant.
 - j) Ensures the duties of vacant posts are fulfilled.
- k) Responsible for delegating the organisation of Outside Broadcasts (with the program controller)

2. Programme Controller

- a) Responsible for all broadcast output of the Station
- b) Ensures all output is logged for 42 days (with the Chief Engineer)
- c) Marks demo tapes of new presenters
- d) Schedules all shows
- e) Ensures Presenters adhere to Ofcom and URB Codes of On-air Conduct, Clause 12.
- f) Works with the Station Manager & Executive Producer on content development plans.

3. Chief Engineer

- a) Ensures the URB equipment is in working order
- b) Ensures all Broadcast Output is logged for 42 days (with Programme Controller)
- c) Ensures all Broadcast Critical Systems and their related interfaces are in working order (with the Head of Online Media/IT where appropriate)
- d) Makes sure all systems are readily maintainable and are documented
- e) Completes annual stock taking and requests equipment purchases

4. Head of DJs

- a) Ensures the smooth running of URB Roadshow.
- b) Works with the Head of Advertising/Marketing into running events to publicise URB.

5. Head of Online Media

- a) Is in charge of the technical side of URB Online (the website)
 - b) Responsible for web based marketing working closely with the Head of Advertising/Marketing
 - c) Responsible for the bathstudent page of URB
 - d) Responsible for Webcast Streaming (with Chief Engineer)
- e) Ensures the website content is up-to-date

6. Head of Station Sound

- a) Responsible for developing URB's on-air brand and Station Sound
- b) Co-ordinates the making of all Station Idents, trails and promos
- c) Co-ordinates the making of all commercial adverts on request by The Head of Advertising
- d) Co-ordinates creation of adverts for SU groups and services – and liaises with the Marketing office to carry this out.
- e) Controls the Advert Schedule (With Input from Head of Advertising and Program Controller)

7. Head of Marketing and Advertising

- a) Responsible for publicising URB.

- b) Conducts market research and determines brand awareness.
- c) Monitors listenership.
- d) Works to improve the number of listeners
- e) Arranges competition prizes
- f) Shall co-ordinate all Web Banner Advertising
- g) Shall co-ordinate all Verbal Promos
- h) Liases with Societies in order to provide publicity for SU Societies/Services.
- i) Oversees the selling of advertising.
- j) Liases with the Marketing Department, Student's Union.
- k) Co-ordinate sponsorship for shows
- l) Monitors the broadcast of Commercial Adverts

8. Head of IT

- a) Responsible for URB's Computer Network and peripherals
- b) Maintains URB's non-stop sustainer service
- c) Ensures that all software on URB's systems is licensed and computer equipment is able to fulfill it's task.

9. Head of Training

- a) Organises and trains a team of trainers for all 3 studios and Roadshow.
- b) Produces and maintains the training manuals.
- c) Liases with Programme Controller.
- d) Organises a training schedule.
- e) Ensures those trained receive SORTED accreditation.

- f) Marks Demo tapes of New Presenters

12. Head of Music

- a) Heads a team of reviewers..
- b) Chairs playlist meeting.
- c) Ensures good relations with record labels and promotions companies.
- d) Seeks out music for competitions with Marketing.
- e) Ensures studio music is kept contemporary.
- f) Arranges the music folder on the URB network so that it is ready for playout on live shows and the Automated Playout System
- g) Responsible for the maintenance and organisation of the record library.Organises band interviews/gig reviews for URB Members.

13. Executive Producer

- a) Ensures URB sustains a high level of non musical output in areas such as Art, Current Affairs, Sport and popular culture.
- b) Helps train producers on how to produce pieces of non musical output.
- c) Acts as the Executive producer for URB's flag ship output