

Job title	Business Coordinator		
Job family	Business Management & Administration	Band	C

Job purpose
To provide a wide range of business support services to the Business Unit (BU) to enable it to achieve business plan objectives..

Key responsibilities and accountabilities
<p><i>The role of business co-ordinator will encompass some or all of the below 'Key Responsibilities and Accountabilities', actual scope will be dependent on which business unit (BU) the role operates within, appendix will provide BU/Team specific Responsibilities and Accountabilities if in addition to the below:</i></p> <ul style="list-style-type: none"> • Support projects/working groups by providing general administration services, basic analytics reports and tracking outputs. • Support the implementation of strategic priorities and policies by providing and collating information as required. • Co-ordinate BU business calendar activities to help monitor delivery and outputs. • Help cascade information across BU to ensure effective communication flow. • Provide general policy guidance and advice to support policy compliance working with divisional specialists (e.g. IT, Business Continuity, H&S etc.) as required. • Work closely with BU business support functions across the BBC ensuring that all processes are followed. • Work effectively with key BU stakeholders ensuring business support services are delivered efficiently. • Provides the management team (s) with business support service including diary support, travel logistics, co-ordination of meetings etc. • Support the monitoring of the BU financial performance against budget, working with finance specialist and the management team to track or report outputs. • Supporting the monitoring of the BU allocated budget(s), through providing basic analytics reports and tracking outputs. • Responsible for co-ordinating team IT requests, user administration, systems access and record keeping. Working with the lead asset manager to ensure those who are joining, moving or leaving the department are equipped appropriately with the right IT. • First line supervision of a limited number of people.

Knowledge, skills, training and experience
<p>Essential</p> <ul style="list-style-type: none"> • Experience of providing administration support in at least one organisation. • Organised with ability to prioritise own workload effectively, to co-ordinate activities and conflicting demands to ensure that tight deadlines are met. • Good communication skills both orally and in writing, and (with guidance) the ability to target content for the audience. • Proven ability to work with range of individuals in a constructive and collaborative manner. • Basic analytical skills, with experience of providing MI data reports. • Strong computer literate skills, with strong experience of office software packages (i.e. Word, Excel and PowerPoint). • Ability to work with limited supervision, using own initiative to resolve most problems. • High attention to detail and practical experience of gathering, analysing, collating complex and

confidential information

Desirable

- Media sector experience.
- Relevant business management and/or project management qualification

Job impact

Decision making

- Manages own time to achieve specified short term targets.
- Operates within a 9 – 12 month planning timescale.
- Managerial guidance and support will be available.

Scope

- Financial. n/a
- Employees n/a
- Other. Role/team dependent

Appendix / additional information

This role will work within M&A but support activity across the BBC - all focused on ensuring the BBC's online services (e.g. iPlayer, Sounds, Sport) are successful.

The role will work closely with the M&A Director responsible for BBC Online - as well as their team and other senior leaders across the BBC to help deliver this work.

The successful candidate will have proven organisational skills, natural attention to detail, a keen understanding of business procedures, as well as a proactive and helpful character.

Other information

For Reward team use only

Job Code	
Definition:	Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	
Reports to (title)	
Location base	

Organisation structure	

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none">•••••••••••

Approval

JOB DESCRIPTION



Manager	
HR Business Partner	
Date	