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| Job title | Producer | | |
| Job family | Content Production | Proposed Band | D |

Job purpose

The Producer will lead and inspire a team to develop and deliver content, ensuring that it achieves the highest creative and editorial standards, delivers on time and on budget, with adherence to BBC guidelines.

Key responsibilities and accountabilities

- To produce distinctive content on a variety of platforms.
- To work effectively with other departments, suppliers & partners (internal & external) ensuring the BBC maintains excellent relationships throughout.
- Lead, motivate and support a team, ensuring that the editorial vision is communicated and understood.
- Responsibility for project management appropriate to the given discipline, such as the construction of a full production schedule and budget in conjunction with Production Management and others.
- To ensure content reflects our diverse audiences.
- Deputising where appropriate for senior team members.
- To keep up to date with emerging industry trends.
- Where relevant, liaise with Rights teams and contract negotiators and ensure copyright and contracts adhere to BBC regulations.
- Develop and manage positive working relationships with staff, contributors and talent and be able to give constructive feedback.
- Contribute to the development and implementation of the department’s strategy and policy.
- Seek improvements in content production to develop further efficiencies in working practices.
- Accountable for the compliance and delivery of content, acting within BBC Editorial, Legal and Health & Safety guidelines.

Knowledge, skills, training and experience

Essential

- A thorough knowledge of BBC editorial guidelines and other compliance policies, or has the desire to glean this knowledge quickly.
- Understanding of the importance of the BBC's values in accuracy and impartiality.
- A passion for and a great understanding of the area in which the role operates.
- Strong track record in the area in which the role operates with a wide ranging knowledge of production processes.
- Proven experience of the latest production techniques and technologies.
- Excellent editorial judgement and knowledge of the target audience, their needs and expectations
- Experience of influencing, negotiating and communicating effectively both internally and with external agencies/partners.
- Ability to establish effective short and long term relationships with a wide range of people, talent, partners and agencies.
- Highly developed planning and organising skills. Ability to manage several areas of work at

- one time, prioritising, delivering consistently to deadlines and reacting positively to changes and conflicting priorities.
- Sound editorial judgement and a thorough knowledge of editorial and legal guidelines.
 - Proven experience of taking ideas from concept to finished product whilst driving forward creativity.
 - Able to lead the team to develop creative ideas which engage diverse audiences in a demanding creative environment
 - Experience of managing and motivating a team, and actively managing team performance, including talent.
 - Able to communicate and contribute to the department strategy as required.
 - An up to date knowledge of the BBC's diverse audiences and their needs and expectations and use this to shape creative and engagement output.
 - Has the ability to consider a range of problems and uses own judgement to apply effective, time critical solutions.
 - Experience and knowledge of managing financial budgets and production schedules.

Job impact

Decision making

The Producer may report to various roles, depending on the area of which they are working in, but can range from a Series Producer & Executive Producer to a Head of department.

Scope

Producers have overall control on every aspect of a production. They bring together and approve the whole production team. Their key responsibility is to create an environment where the talents of the contributors and crew can flourish. Producers are accountable for the success of the finished production and will steer the production from beginning to completion and beyond.

Other information

For Reward team use only

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| Job Code | |
| Definition: | Content |

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.

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| Division | Radio and Education |
| Reports to (title) | Commissioning Editor, Pop Hub Station Sound |
| Location base | NBH, WI |

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| Organisation structure | |
| <p>The Pop Hub Station Sound team create the on-air sound for the BBC’s popular music networks; Radio 1, Radio 2, 1Xtra, 6 Music and Asian Network. This includes producing imaging, trails, verbals and programme production, such as pre-produced music sweeps for Radio 1’s Greatest Hits.</p> | |

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| Additional job specific responsibilities and accountabilities |
| <p>We have an opportunity to join the Pop Hub team as a Producer, based across NBH and Wogan House in London, WI.</p> <p>Your principle responsibility will be working on Station Sound for Pop Hub, helping to set the sounds of the each network; planning and delivering imaging, verbals, trails and cross-trails for the stations.</p> <p>The Station Sound team works with the below stations:</p> <p>6 Music 6 Music brings together the cutting edge music of today, the iconic and ground-breaking music of the past 40 years and unlimited access to the BBC's wonderful music archive. Presented by a mix of eclectic and distinct presenters, 6 Music delivers unique programming with credible music and entertainment at its core.</p> <p>Asian Network For anyone inspired by British Asian culture or their Asian heritage, BBC Asian Network offers a unique platform for creativity, entertainment and impactful debate. We represent and reflect the breadth of our increasingly younger audience with a bold, authentic and agenda-free sound.</p> <p>BBC Radio 2 Radio 2 is the UK’s most popular radio station, providing programming across varied musical genres, popular culture and entertainment. The output includes high profile and specialist presenters as well as speech and event production.</p> <p>BBC Radio 1 Radio 1 aims to entertain and engage a broad range of young listeners with a distinctive mix of contemporary music and speech.</p> <p>BBC Radio 1Xtra 1Xtra plays the best in contemporary black music, with a strong emphasis on live music and supporting new UK artists. Working closely together Radio 1 & 1Xtra look to connect the BBC with the next generation of young audiences and be the leading voice in young UK culture.</p> |

The position offered is a multi-skilled role which encompasses practical radio production experience, expert editing capabilities, in-depth music knowledge, talent management, and the ability to work in a tightly-knit production team on both analogue and digital radio networks. The Producer will report to an Editor.

Main Responsibilities

- To carry out or oversee the preparation and production of trails, imaging and verbals for live and pre-recorded programmes, packages and interactive content.
- To develop ideas for content, packages, contributors, online content, events and interactivity.
- To lead the forward planning of material.
- To identify contributors, assess their suitability to support and illustrate programme ideas and secure their participation.
- To find and assemble recorded material for possible inclusion in programmes.
- To edit content.
- To undertake interviewing and reporting duties in recorded and live situations, in studio or on location.
- To undertake or oversee all technical aspects of the production. Operating relevant broadcast equipment: portable recording equipment, self-operating studio equipment, and digital systems & laptops.
- To ensure that the sound quality broadcast is of a high standard.
- To compile and submit relevant content and information to the network's planning schedule.
- To oversee administration duties where necessary
- Where necessary, to administer budgets as instructed by your line manager.
- To ensure all programme content, on-air and online, and work practices adhere to established BBC guidelines and policy.
- To ensure all programme content accurately reflects the diversity of our society in line with BBC Equal Opportunity guidelines.
- To ensure copyright and contracts adhere to BBC regulations.

Skills Abilities and Experience

- Demonstrable knowledge of BBC's popular music radio networks, particularly BBC Radio 6 Music.
- Demonstrable knowledge of the music and programming on BBC Radio 6 Music.
- High quality editing skills for use on different platforms, and the ability to operate editing, workshop and studio equipment and a willingness to learn new techniques as required.
- Demonstrable passion for broadcasting to appropriate audience, and knowledge of those subjects which fascinate, entertain and appeal to this audience.
- Demonstrable knowledge of the Pop Hub Networks strategy.
- Proven understanding of what is needed to make content work on multiple platforms.
- Demonstrable understanding of how audiences use digital media and platforms.
- Comprehensive knowledge, understanding and contacts relevant to the network or programme.
- Sound editorial judgement and an in-depth understanding of BBC and external policy and guidelines.
- Excellent communication skills, both written and oral.
- Proven ability to originate and develop creative ideas which engage diverse audiences in a demanding creative environment.
- Strong computer literacy and an attention to detail on all aspects of production.
- Ability to work flexibly and adapt to new ways of working.

Competencies

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

Planning and organising - able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.

Communication - able to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.

Influencing and persuading - able to present sound and well reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

Managing relationships and team working - able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.

Developing others - able to recognise potential (managerial, professional, artistic or otherwise) and is willing to foster the development of that potential. Creates a climate in which potential can be realised.

Resilience - manages personal effectiveness by managing emotions in the face of pressure, set backs or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy.

Flexibility - adapts and works effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements.

Editorial Judgement - demonstrates balanced and objective judgement based on a thorough understanding of BBC editorial guidelines, target audience, programme and departmental objectives. Makes the right editorial decisions, taking account of conflicting views where necessary.

Creative Thinking - able to transform creative ideas into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions.

Strategic thinking – able to identify a vision along with the plans which need to be implemented to meet the end goal, evaluating situations, decisions and issues in the short, medium and long term.

Analytical thinking - able to simplify complex problems, processes or projects into component parts explore and evaluate them systematically.

| Approval | |
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| Manager | Commissioning Editor, Pop Hub Station Sound |
| HR Business Partner | |
| Date | Jan 2019 |