

<b>ROLE TITLE</b>	<b>PRODUCTION MANAGEMENT ASSISTANT</b>		
<b>BBC GRADE</b>	<b>3D</b>	<b>DATE MODIFIED</b>	<b>08.03.2017</b>
<b>CONTRACT</b>	<b>5 Months</b>	<b>START DATE</b>	
<b>REPORTS TO</b>	Production Manager/Co-ordinator		
<b>DIVISION</b>	BBC Studios		
<b>TEAM</b>	Comedy		
<b>LOCATION</b>	Pacific Quay, Glasgow		
<b>PURPOSE OF ROLE</b>	<p>BBC Studios is the main TV production arm of the BBC. It is a major supplier of high quality public service content and the source of many of the BBC's most creative and inspiring programmes. BBC Studios recently launched as a new division of the Public Service. Subject to approval, next year it will take a second step to become a more competitive wholly-owned subsidiary of the BBC. The ambition of BBC Studios is to be the most creative production company in the world.</p> <p>We are looking for experienced Production Management Assistant/Team Assistant to work across two projects. The multi-award-winning comedy sensation Mrs Brown's Boys returns with two brand new and very naughty Specials for Christmas 2017. Agnes and co. are back, and they're bringing the Christmas spirit in a way that only they can to the fans who voted it The Radio Times' best sitcom of the 21st century. It's going to be a festive Mrs Brown treat with all the trimmings - Christmas tree and all.</p> <p>And 5 x 30min eps of a new series The Course, based on a play written by Brendan O'Carroll about a group of no-hopers who have signed up for a Positive Mental Attitude Course. [This will be a combination of Location Filming in and around Glasgow and Studio Recordings in Studio 'A' BBC Glasgow]</p> <p>To work with the Production Management team to set up filming. You will have proven experience of providing logistical and administration support to the team, ensuring delivery on time and within budget.</p> <p>You'll be able to anticipate potential production issues and find creative solutions as well as simultaneously managing a range of projects with conflicting demands and tight deadlines.</p> <p>You will work to the Production Manager and Production Co-ordinator and provide day-to-day support to your production, cast and editorial team.</p>		



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<b>SCOPE OF ROLE – KEY ACCOUNTABILITIES</b>	<ul style="list-style-type: none"> <li>• Provides administrative support for the production during the planning process and during filming</li> <li>• Experience of working in a pressurised and challenging environment.</li> <li>• Assists the Production Co-ordinator (or equivalent) in the preparation and subsequent communication of production information.</li> <li>• Demonstrates strong organisational and planning skills and manages conflicting demands to meet deadlines. Meticulous attention to detail.</li> <li>• Awareness of multi-platform production/content.</li> <li>• Able to use systems and adopt new technologies.</li> <li>• Able to find information and resources as required.</li> <li>• Effective team worker - able to manage relationships effectively and work collaboratively within a diverse team.</li> <li>• Effective written and verbal communication skills.</li> <li>• Understands the importance of BBC values, policies, procedures and guidelines, including Editorial and Health &amp; Safety guidelines.</li> <li>• Demonstrates interest in the department, BBC and the wider industry.</li> <li>• Responsible for delivering value for money in the role through effective and efficient management of time and resources.</li> <li>• Maintains a safe and healthy working environment at all times, escalating any issues or areas of concern.</li> <li>• Proactively looks for ways of improving efficiency within production.</li> <li>• Understands and supports the rationale for new ways of working and/or for adopting new production related technology.</li> <li>• Supports other divisions with the implementation of their strategies (e.g. Future Media &amp; Technology, BBC People, Workplace, Procurement, Finance, etc) volunteering regular feedback on the goods and services provided, particularly from external suppliers.</li> <li>• Essential business and finance skills - able monitor specific production spend</li> <li>• Familiar with BBC finance tools including My Business, SAP, BPC Strategy and continuous improvement</li> <li>• Volunteering regular feedback on the goods and services provided, particularly from external suppliers.</li> <li>• It would be beneficial to have previous experience working on scripted drama/comedy productions and be prepared to be flexibly with regard to working hours. Comedy drama incurs lengthy working hours often incorporating night shoots.</li> <li>• You would be responsible for the booking of travel/accommodation and hire of vehicles for the production and be well versed in inputting all charges into the production running costs spreadsheet.</li> <li>• We would be looking for the successful applicant to assist with the inputting of purchase orders and therefore have a solid knowledge of working with the BBC purchasing system.</li> </ul>		



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<b>Competencies</b>	<p><b>Editorial Judgement</b> - Demonstrates balanced and objective judgement based on a thorough understanding of editorial guidelines, target audience, programme and department objectives. Makes the right editorial decisions, taking account of conflicting views where necessary.</p> <p><b>Creative Thinking/Imagination</b> - Is able to transform creative ideas/impulses into reality. Can look at existing situations and problems in novel ways and come up with creative solutions.</p> <p><b>Analytical skills</b> - Strong analytical skills with the ability to sift and select relevant information, providing timely and constructive feedback.</p> <p><b>Resilience</b> - Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment and motivation.</p> <p><b>Managing Relationships</b> - Able to build and maintain effective working relationships with a range of people. Has an ability to establish rapport quickly and effectively with colleagues and programme contributors. Is aware of, and shows understanding and respect for, other people's needs and actions. Proactively offers constructive feedback to others. Has the wellbeing and contributions of the children at the top of their list.</p> <p><b>Planning and Organising</b> - Is 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 resource requirements.</p> <p><b>Influencing and Persuading</b> - Ability 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.</p> <p><b>Communication</b> - The ability to get one's message clearly understood by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information. Translates messages and puts them across appropriately for different audiences. Makes communication timely and regular. Checks for understanding. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.</p> <p>(A 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)</p>		

