

<b>Job title</b>	<b>CC 265 Production Coordinator B</b>		
<b>Job family</b>	<b>Production Management</b>	<b>Band</b>	<b>B</b>

**Job purpose**

The Production Coordinator provides logistical and coordination support to the production team on one or more productions and/or a portfolio of content.

**Key responsibilities and accountabilities**

- Contributes to the scheduling and smooth running of the production/content in line with divisional requirements and relevant BBC frameworks, guidelines and policies.
- Responsible for assisting the Production Manager (or equivalent) in identifying and sourcing appropriate resource and location requirements for the production at the earliest possible stage.
- Ensures compliance with BBC policies, guidelines, legislative and regulatory requirements, in order to minimise the BBC’s exposure to risk. Escalates unresolved issues promptly.
- Ensures that any rights issues are identified and recorded, escalating any issues at the earliest stage.
- Accountable for resolving any operational and financial issues commensurate with the role.
- Ensures effective and efficient management of resources.
- Applies specialist skills to productions, e.g. live gallery skills and script supervision, where appropriate.
- Monitors spend against budget, contributes to budget management and budget setting processes.
- Adhere to the processes for fully and accurately capturing and managing metadata in line with BBC guidelines and policies, and ensuring Archives have the necessary information to manage media assets.
- Maintains a safe and healthy working environment at all times, escalating any issues or areas of concern.
- Proactively looks for ways of improving efficiencies within a production environment, promotes diversity and advocates for new ways of working and/or for adopting new production related technologies.
- Supports other internal departments with the implementation of their strategies (e.g. HR, Workplace, Procurement, Finance, etc.)
- Responsible for liaising with and assisting the Production Manager and Asset Management teams about asset requirements and joiner, mover and leaver activities both in the office and on location.
- Providing administrative support to the production teams, as and when required, depending on team structures.
- Contributing to, and helping to implement, practical actions to reduce environmental impact throughout production.

**Knowledge, skills, training and experience**

**Essential**

- Demonstrates interest in the BBC and the wider industry.
- Demonstrable experience of carrying out a coordinating role within a production team.
- Experience of delivering a range of/elements of productions on time and on budget and

- coordinating deliverables for productions.
- Good working knowledge of end-to-end multi-platform production with a level of technical awareness.
  - Where required, is able to use specialist skills for certain types of output (e.g. live gallery skills, script supervision).
  - Able to use and advise on production systems and can adopt new technologies.
  - Interpersonal and communication skills sufficient to establish and maintain effective relations with a wide range of contacts.
  - Demonstrates strong organisational and planning skills and manages conflicting demands to meet deadlines.
  - Ability to use own initiative with assurance, using judgment to escalate where necessary.
  - Able to consider and propose new ways of working to improve existing processes.
  - Experience of influencing and motivating others to reach desired outcomes.
  - Essential business and finance skills - able to prepare, manage and/or monitor specific production resource plans and budgets.

<b>Job impact</b>
<p><b>Decision making</b></p> <ul style="list-style-type: none"> <li>• <i>Post holders at this level have delegated decision-making authority (from the Production Manager or equivalent) regarding the smooth day-to-day running of their production, working within BBC guidelines and frameworks.</i></li> </ul> <p><b>Scope</b></p> <ul style="list-style-type: none"> <li>• <i>Post holders at this level report to a Production Manager (or equivalent) and are responsible for the coordination of a production.</i></li> <li>• <i>They are expected to build and maintain a wide range of internal contacts from across the BBC.</i></li> <li>• <i>Typical external relationships will be with resource providers, contributors, artists and their agents, freelancers and public officials (e.g. local authorities).</i></li> </ul>

<b>Other information</b>	
<b>For Reward team use only</b>	
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.

<b>Division</b>	<b>News &amp; Current Affairs</b>
<b>Reports to (title)</b>	<b>Production Manager</b>
<b>Location base</b>	<b>Peel Wing, Broadcasting House, London</b>

<b>Organisation structure</b>	<p><b>This position reports directly to the Production Manager but will also work closely with Senior Editors and assistant Editors within the Online and Online Video and Digital team.</b></p>
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<b>Additional job specific responsibilities and accountabilities</b>
<ul style="list-style-type: none"> <li>• Ensures effective and efficient management of resources, including staffing through the accurate recording of information, adhering to guidelines, policy and budget within own authorisation limits. Escalates any risks and/or unresolved issues promptly.</li> <li>• <i>Proven knowledge of the processes involved with engaging freelances and making smartbook payments.</i></li> <li>• Experience working within an Online Digital environment and a keen interest in News in the Middle East.</li> <li>• <i>Must be able to work effectively independently and as part of a team</i></li> <li>• Significant experience and knowledge of making payments to foreign countries using SAP.</li> <li>• Known recent experience of dealing with rotas, schedules and timesheets using systems such as Allocate, ScheduAll, Arena or Team Pay.</li> <li>• Proven experience of using Excel, Outlook, pivot tables and other Microsoft office applications is essential.</li> </ul>

<b>Approval</b>	
<b>Manager</b>	Debra Stevenson
<b>HR Business Partner</b>	Ida Lucadarska-Slack
<b>Date</b>	<b>October, 2019</b>