

<b>Job title</b>	<b>Production Management Assistant</b>		
<b>Job family</b>	<b>Production Management</b>	<b>Proposed band</b>	<b>B</b>

**Job purpose**

The Production Management Assistant provides administrative support to the production team/s, in order to ensure the smooth and efficient running of productions.

- Key responsibilities and accountabilities**
- Provides administrative support for the production during various stages of the process.
  - Assists the Production Coordinator (or equivalent) in the preparation and subsequent communication of production information.
  - Responsible for the smooth running of the production office, acting as a key point of contact on the production.
  - Ensures compliance with BBC policies and guidelines, in order to minimise the BBC’s exposure to risk, escalating any issues promptly.
  - Supports the production management team using specialist skills, such as working in a studio, working on location and planning/coordinating background action where necessary.
  - Responsible for resolving a range of diverse operational issues within the role, escalating to the Production Coordinator or Manager where necessary.
  - Responsible for delivering value for money in the role through effective and efficient management of time and resources.
  - Assists in the processes of fully and accurately capturing and managing metadata in line with BBC guidelines and policies.
  - Collates accurate information required for ensuring all deliverables are available in a timely manner to fulfil the commission and that post production documentation is complete and accurate.
  - 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 champions the rationale 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 coordinating the administration of team IT requests and user administration including joiner, movers and leavers, along with systems access and record keeping
  - 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.
- Awareness of multi-platform production/content.
- Able to use systems and adopt new technologies.
- Able to manage interpersonal relationships effectively and work collaboratively within a diverse team.
- Interpersonal and communication skills sufficient to establish and maintain effective relations with a wide range of contacts.
- Experience of working in a pressurised and challenging environment.
- Demonstrates strong organisational and planning skills and manages conflicting demands to meet deadlines.
- Ability to use own initiative with confidence, using judgement to escalate where necessary.
- Able to consider and propose new ways of working to improve existing processes
- Demonstrates business and finance skills – able to understand and work with budgets.

**Desirable**

- Able to influence and motivate others.

**Job impact**

*Decision making*

- Post holders at this level have some freedom to vary the methods of working but the parameters and outputs of the role are clearly established and defined.

*Scope*

- Post holders at this level may report to a Production Coordinator (or equivalent) or a Production Manager and are responsible for providing specialist production management support to a production.
- They are expected to develop a range of internal contacts from across the BBC.
- External relationships will be limited to liaising with contacts on behalf of the Production Coordinator or Manager.

**Other information**

**For Reward team use only**

Job Code	
Definition:	Content

## **JOB DESCRIPTION**



*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>Reports to (title)</b>	
<b>Location base</b>	

<b>Organisation structure</b>	

<b>Additional job specific responsibilities and accountabilities</b>

<b>Approval</b>	
<b>Manager</b>	Name and job title
<b>HR Business Partner</b>	Name
<b>Date</b>	