

This job description is only applicable to Production Executive roles where:

- the total revenue of the portfolio/combination of titles the individual is working on is over £20m; or
- the role is working in an area related to BBC Studios strategic priorities (e.g. Specialist Factual Superlandmarks, high end Drama/CDS or Format Entertainment).

<b>Job title</b>	<b>Production Executive - Prime</b>		
<b>Job family</b>	<b>Production Management</b>	<b>Band</b>	<b>E</b>

**Job purpose**

The Production Executive is responsible for providing strategic production management for a portfolio of content from idea to distribution. They will lead and develop a team of production management staff, guiding change and continuous improvement.

**Key responsibilities and accountabilities**

- Ensures commissioning requirements are fully understood in order to develop viable proposals and accountable for ensuring the price of each commission is approved by the Head of Production (or equivalent) and that delivery is feasible within the proposed timeframe.
- Responsible for the production approval processes within own area, authorising the start of productions, ensuring resources and editorial aspirations are aligned.
- Engagement and negotiation with third party suppliers/partners to identify opportunities for commercial maximisation for the BBC, resolving any issues and recommending solutions.
- Accountable for consistency of approach in scheduling, budgeting and managing and delivering productions across the portfolio.
- Ensure an understanding of, and compliance with, BBC policies, guidelines, legislative and regulatory requirements (with particular emphasis on health and safety and Editorial Policy) in order to minimise the BBC’s exposure to risk.
- Responsible for delivering demonstrable value for money through effective and efficient management of people and resources.
- Responsible for decisions required to manage the financial and operational performance of the portfolio based on specialist knowledge and experience, and financial information.
- Accountable for approving, setting, adjusting and monitoring a portfolio of budgets within a slate, and assessing financial viability of new content ideas.
- Responsible for assisting the development of policy and guidelines where appropriate.
- To lead and develop a diverse production team, identifying training and development needs.
- Ensures that safety and risk management is integrated into the production process and advises and contributes to the development of action plans.
- Contributes to development of operational and financial strategy linked to the division’s long-term multi-platform content strategy, highlighting and mitigating areas of risk.
- Responsible for engaging, influencing and negotiating with internal and external stakeholders to shape, plan and realise the benefits of projects. May lead, or delegate leadership of these activities to ensure they are implemented effectively.

- Ensure productions are taking steps to reduce their environmental impact.

### Knowledge, skills, training and experience

#### Essential

- Considerable knowledge of the industry, our competitors and demonstrates passion for the role.
- Considerable experience of production and production management across a range of output or genres and/or of managing a significant portfolio of productions.
- Considerable experience of managing and monitoring health and safety.
- Significant knowledge of end-to-end multi-platform production with a level of technical understanding to ensure efficient production of content.
- Advanced project management skills. Proven experience of delivering portfolios of projects including complex projects; experience of trouble-shooting key projects.
- Thorough knowledge of commissioning and local green light procedures in order to guide the processes, ensuring resources and editorial aspirations are aligned.
- Able to influence the use of production systems and to deploy new technologies on productions.
- Able to manage interpersonal relationships effectively and work within a diverse team.
- Interpersonal and communication skills sufficient to establish and maintain effective relations with a wide range of contacts.
- Record of being organised and responsive in fast paced environments
- Demonstrates strong organisational and planning skills. Manages conflicting demands to meet deadlines.
- Ability to contribute and develop ideas for working more efficiently and effectively, encouraging a culture of ideas generation and knowledge sharing.
- Experience of forward planning and operational day-to-day management of people and resources to meet demanding production requirements. Experience of guiding, developing and motivating teams across a range of output. Demonstrable experience of leading and driving significant change in a complex environment and of implementing strategy and contributing to its development.
- Experience of drawing on a range of strategies and styles to persuade others to reach agreement, resolution or behaviour change.
- Has a thorough knowledge and awareness of audience trends.
- Experience using lateral thinking to find solutions to complex problems. Uses initiative to develop strategies to mitigate the likelihood for problems reoccurring.
- Sound business and finance skills. Able to suggest feasible options for maximising value from productions.
- Experience of managing co-productions and/or complex rights and funding models.

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**Job impact**

*Decision making*

- Post holders at this level have considerable autonomy and influence regarding the viability of commissions, schedules, budgets and day-to-day management of their area, working within BBC guidelines and frameworks.

*Scope*

- Post holders at this level report to a Head of Production (or equivalent) and are responsible for the management of a portfolio of productions.
- Expected to maintain a wide range of internal contacts from Senior Managers to junior members of staff from across the BBC.
- Typical external relationships will be with resource providers, commercial partners, artists and their agents, freelance staff.
- May be responsible for a number of budget lines within a 'slate', by adjusting the budget where necessary. This could be a multi-million pound budget which the job holder will be responsible in delivering against.
- May be directly responsible for managing between 10-30 production management staff, depending on area. The job holder may also be responsible to take on responsibility for agency contractors for a discrete period.
- May negotiate deal with contacts from external suppliers and partners including co-producing activities with the BBC i.e. negotiating tenders for Outside Broadcasts and leading and liaising with procurement and Heads of Production.
- The job holder will in some instances have some involvement with on-air talent, as they can have requirements that can cause budget spend.
- The job holder can represent the BBC with external clients and will advise/challenge the client where necessary.
- The job holder may lead on the implementation of new systems and processes, and may be involved in the risk assessment of productions, reporting any findings. The Production Executive will assess the viability of cost savings across a portfolio and devise solutions as to how this is achievable.

**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.*