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|-------------------|---------------------------|--------------|----------|
| Job title | Runner | | |
| Job family | Content Production | Grade | A |

Job purpose

To provide support to production/department teams in the office, on location, and in the studio by performing a number of production related supportive tasks and activities.

Key responsibilities and accountabilities

Within a Production office environment duties will typically include:

- *Acting as a point of contact for a range of both internal and external stakeholders, ensuring that these are given a positive image of the BBC and the department.*
- *Duties may also involve filing/distributing paperwork, data entry, arranging meals, and transportation for artists/crew etc.*

On-set / on-location duties will typically include:

- *Acting as a courier, helping to ensure correct facilities are available and distributing call sheets, Health and Safety notices, and other paperwork.*
- *Assisting with members of the public, contributors and On-Screen Talent.*

Knowledge, skills, training and experience

Essential

- *A knowledge, or the ability to acquire it, of BBC Structures, Procedures and Policies.*
- *Passion for broadcasting and the media*
- *Ability to use IT proficiently, including a range of software packages.*
- *A demonstrable aptitude for detail and accuracy in all areas.*
- *Interpersonal and communication skills sufficient to establish and maintain effective relations with a wide range of internal and external contacts.*
- *Effective time management and organisational skills and the initiative to work both independently and as part of a team.*
- *Ability to prioritise a conflicting workload efficiently and to maintain standards of accuracy and attention to detail when working to deadlines or changing priorities.*
- *Resilience and stamina to sustain performance when under pressure from a high volume of work and conflicting priorities, with a flexible approach to deal with a changing environment.*
- *Ability to use own initiative with confidence, using judgement to escalate where necessary.*
- *Contribute to the creative vision of the team.*
- *An up to date knowledge of the BBC's diverse audiences and their needs and expectations and use this to contribute to creative and engaging output.*
- *The ability to problem solve and suggest effective solutions.*
- *Awareness of financial responsibility, as may be required to keep track of petty cash and receipt recordkeeping.*

Job impact

Decision making

Work is prescribed and completed with close supervision and a small degree of autonomy.

Scope

Duties are clearly defined and methods and tasks are described in detail.

Other information

For Reward team use only

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.

