

Job title	Commissioning Executive		
Job family	Commissioning	Band	E

Job purpose

To work closely with the Controller and/or Commissioning Editor or equivalent to deliver and/or commission a broad range of diverse and innovative content from suppliers. To balance editorial excellence with all compliance and budgetary requirements.

Key responsibilities and accountabilities

- To act as a key contact for suppliers during the development and production process, offering advice and guidance on the BBC’s commissioning requirements, and upholding the reputation for quality and high standards.
- To offer input and recommendations to the development of the commissioning strategy, depending on area of responsibility.
- To ensure that the development of ideas meets the needs of our audience, that content is appropriate for its target age group and reflects the diverse nature and needs of our audiences.
- Is responsible for ensuring that editorial content complies with the BBC’s editorial standards and guidelines, and takes responsibility for ensuring that all activities comply with Safeguarding Trust, Data Protection, Fair Trading and Legal policy.
- Ensure commissions from suppliers are based on a sound understanding of diversity, cost, quality, rights maximisation and funding needs.
- To ensure that all commissions are delivered on time and within budget including monitoring progress, anticipating problems and using multiple sources of information to arrive at solutions.
- To manage and foster relationships with on-screen talent in all its diversity and be aware of new emerging talent.
- To build and maintain a detailed knowledge of suppliers and foster positive working partnerships inside and outside of the BBC.
- To provide feedback on pitches and tenders, and oversee projects commissioned from beginning to final delivery, ensuring relevant documentation is in place.
- To support and facilitate channel/departmental strategies and involvement in BBC/departmental initiatives.

Knowledge, skills, training and experience

Essential

- Must have a keen interest and proven record in commissioning content.
- Good production knowledge with a proven record of successful programme making.
- Sound editorial judgment and knowledge of editorial policy and fair trading issues.
- Creative skills and proven success in producing original ideas, treatments, formats, and developing innovative programme making, fostering creativity in others.
- A knowledge and passion for maximising opportunities to create multiplatform content, understanding the positive impact and benefits this brings.
- Demonstrable understanding of current trends and issues within the broadcasting industry..
- Outstanding communication skills and ability to foster good relationships with a wide range of internal and external contacts.
- Self-assured, with good team working and leadership skills.

- Excellent planning and organisational skills with the ability to meet deadlines and financial commitments.
- Demonstrable ability to think strategically about content commissioning.
- Audience focused in approach, aware of trends, topical issues and gaps in our output.
- Evidence of a commitment to creating diverse content and to the BBC’s diversity strategy and policies.
- Knowledge and understanding of the financial consequences of editorial decisions.

Desirable

- Development and awareness of new production and on air talent – i.e. presenters/actors, etc.

Job impact

Decision making

There will generally be no line management or specific budget line responsibility for this role but may mentor more junior members of staff.

Scope

This role will work closely with Controllers and/or Commissioning Editors or equivalent to deliver and/or commission a broad range of innovative and challenging content from suppliers to our audiences.

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.

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.

Division	Radio and Education
Reports to (title)	Head of Station, Radio 2
Location base	Wogan House, London

Organisation structure

To work closely with the Head of Station for Radio 2 to deliver and commission a broad range of diverse content from suppliers. To balance editorial excellence with all compliance and budgetary requirements.

Additional job specific responsibilities and accountabilities

- To act as a key contact for suppliers during the development and production process, offering advice and guidance on the BBC’s commissioning requirements, and upholding Radio 2’s reputation for quality and high standards.
- Must have a keen interest and proven track record in commissioning or producing content for a broad mainstream 35+ audience
- An understanding of the importance of creative diversity in all its forms
- A passion and knowledge of the range of music programmed on Radio 2
- Deep knowledge of social and digital platforms and an understanding of how to further drive the Radio 2 audience to BBC Sounds
- Awareness and knowledge of the wider radio and music industry
- Ability to manage and nurture talent relationships
- A clear sense of where new on and off air talent could be found from a diverse range of sources

Approval

Manager	Helen Thomas – Head of Station, BBC Radio 2
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