

## BBC GLOBAL NEWS LTD - JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Junior Project Manager – Branded Content</b>
<b>LOCATION:</b>	<b>London</b>
<b>REPORTS TO:</b>	<b>Lead Project Manager</b>
<b>DIVISION:</b>	<b>BBC StoryWorks EMEA</b>

### JOB PURPOSE & SCOPE

BBC StoryWorks is the content marketing division within BBC Global News, tasked with delivering an innovative, world-class, bespoke content service for brands around the globe.

The primary purpose of the Junior Project Manager role is the ownership and accountability of multiple project delivery for BBC StoryWorks for the EMEA region, ensuring a professional delivery of high-quality work to our clients. The successful candidate will work with a variety of both internal and external stakeholders throughout all stages of delivery, from the creative brief, through to the final report to the client and the end of the campaign. In addition the role provides support across the global functions of BBC StoryWorks, taking direction from the global-facing London-based roles.

### PRINCIPAL ACCOUNTABILITIES

- Work closely with the Production Manager to ensure the StoryWorks teams are supported in terms of Purchase Orders, Project Plans and other similar administrative functions; whilst ensuring all processes are optimised and running smoothly.
- Support the other Project Managers in the team with the below all the below accountabilities
- Project manage the delivery of sold campaigns; sourcing writers, film treatments, obtaining quotes, effective budget control during the whole project life cycle, coordinating the process from creative briefing to final draft submission as well as creative and quality control
- Co-ordinate with global colleagues to create, track and report timelines, scope, velocity and quality during the entire life of the project, supporting and managing issues and risks as they occur including escalating when appropriate.
- Coordinating and owning the production process across multiplatform solutions, including: video, branded content, podcasts, digital technologies and events
- Actively build & sustain both internal and external key stakeholder relationships, take ownership of project delivery and assess business satisfaction with delivered results. All learnings should be shared with the StoryWorks team, any other relevant teams and taken into future projects in order to work toward the best in class objective.
- Take responsibility for all administrative processes (capturing deal amends in Salesforce, process Compliance approvals, submit forecast cost sheets, process Finance approvals, fill out deal trackers, create project delivery timetables, etc.)
- Work efficiently and effectively across sold campaigns, from sign off to fulfilment, within budget and time constraints, with a remit to maximize revenue within each deal.

- Display consistent transparency – knowing and sharing the current status of all projects with relevant stakeholders upon request
- Attend daily stand-ups and PM meetings; update on project progress, blockers, learnings and challenges.
- Work within BBC Global News project governance structure, comply to the agreed processes and use the agreed toolset
- Ensure compliance with corporate standards with regard to data protection and security.
- Source internal / external people with the appropriate knowledge, skills and experience to fulfil project requirements from within the development capability of this area or through negotiation with other teams.

#### PERSONAL ATTRIBUTES

- Highly-organised and dedicated worker
- Systems- and Solution orientated
- Excellent multi-tasker
- Clear and confident communicator
- Good leadership skills
- Supportive team player – measuring your success by the whole team’s performance

#### PERFORMANCE METRICS

1. Ad Sales Revenues
2. Budget Performance – Targeting accuracy in forecasting, tracking and delivery
3. Delivery Performance – Targeting a zero error rate for on-time delivery and transmission
4. Compliance Performance – Mandating a 100% compliance rate – i.e. verification through record-keeping that all deals followed agreed internal processes for quality checks, external compliance & sign off
5. Client satisfaction/sales team satisfaction with Production and Delivery team

#### Experience/Qualifications/Attributes

- Previous experience of initiating and running multiple projects simultaneously, working with internal teams and 3rd party suppliers to deliver the solution
- A working knowledge of OFCOM regulations and ideally experience working within these
- Some understanding and experience of delivering high quality video production as well as digital solutions
- Educated to degree level with specialisation in programme/project management
- Experience of working on digital web builds and CMSs
- Solid understanding and hands-on experience of project planning, estimating and budgeting programmes
- Excellent team work experience
- Good stakeholder management skills, previously proven within a demanding, global organisation
- Excellent negotiations skills and ability to manage relationships and adopt an assertive approach where appropriate

- Organised, calm and able to work under pressure in a fast moving environment remaining motivated and committed at all times.
- Persistent, tenacious and results-oriented

#### Job Specific Competencies

- Planning & Organising
- Achieving Results/Delivery
- 3rd party management
- Video Production
- Problem-solving
- Technical Awareness
- Ownership
- Attention to Detail
- Managing Relationships
- Managing Complexity