

<b>Job title</b>	<b>Assistant Commissioner</b>		
<b>Job family</b>	<b>Commissioning</b>	<b>Proposed Band</b>	<b>D</b>

**Purpose of the role**

The Assistant Commissioner for BBC Films is a key member of the BBC Films team. They will report to the Director of BBC Films.

**Responsibilities and accountabilities**

- Working closely with Manager and/or Head of Department on a wide range of BBC Films related projects in development, and with colleagues in the wider BBC Films team
- Producing editorial script notes to an extremely high standard and in a timely fashion, as a key priority
- Assessing a wide range of material, making decisions on submissions and providing constructive feedback to producers, as a key priority
- Responding to submissions and projects in a timely fashion
- Following projects through development into production, attending screenings or watching cuts online and providing cut notes to a high standard and in a timely fashion.
- Tracking new projects and talent, with a specific emphasis on writer knowledge and relationships
- Liaising across channel and with external partners on key elements for BBC Films.
- Keeping and updating lists of talent/production companies/projects.
- Attending theatre, other events and looking at other platforms to track talent and find new talent.
- Attending Film Festivals (when requested) to track talent and new talent.
- Keeping in touch with activity across both the UK and international industry.
- Tracking projects and developments that BBC Films may want to join.
- Take on specific briefs as requested (e.g books, comedy).
- Take part in panels and industry events when requested (with managers permission)
- Keep up to date with box office and other industry information.

**Knowledge, skills and experience**

**Essential**

- To have substantial previous experience of the UK Film industry and to have strong contacts in the industry both in the UK and abroad
- To have a strong knowledge and contacts in other creative industries, such as theatre, games and publishing

## JOB DESCRIPTION



The Assistant Commissioner role is a part of the Commissioning Job Family across the BBC. The role includes the following core responsibilities, which apply to all Assistant Commissioner roles across the organisation.

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### Job purpose

The Assistant Commissioner plays a critical role in the commissioning process. Working closely with the Head of Commissioning, the Assistant Commissioner will contribute to the strength of the development pipeline, assessing all new ideas with confident editorial judgment, spotting opportunities and handling initial rejections with tact and sensitivity.

### Key responsibilities and accountabilities

- To work closely with the Head of Commissioning to ensure their Genre has a strong development pipeline, assessing all new proposals with confident editorial judgment, proactively spotting development opportunities and coordinating development effort.
- To be an effective and responsive first point of contact for suppliers, independently handling initial rejections with tact and sensitivity, responding to individual queries, progressing and allocating ideas as appropriate, providing feedback and guidance in a timely manner.
- To manage the submissions of all proposals and ensure that they are all submitted, and to monitor the teams' relationship with suppliers and performance
- To build and manage relationships with new or emerging suppliers as appropriate.
- To have a keen understanding of Genre / BBC Content editorial strategy and to advise suppliers accordingly; to make decisions to ensure this strategy is delivered with each commission, including ensuring Diversity, quotas and objectives are in line with strategy for the Genre.
- To spot key trends in the genre (including programmes), including new subject territories for contemporary programmes
- To ensure commissions are based on a sound understanding of cost, quality, delivery date, rights exploitation and funding needs.
- To be responsible for delivering low risk programming including compliance, and complying publicity photos and online content.
- To review content to ensure it is editorially compliant and in line with BBC editorial standards

### Knowledge, skills, training and experience

#### Essential

- Keen interest and understanding of the commissioning process

- Demonstrates strong programme making experience and sound editorial judgment.
- Outstanding interpersonal and communication skills - able to relay contentious decisions without impacting on key relationships
- Proven track record of being organised and responsive in fast paced environments
- Experience of handling confidential and/or controversial information with tact and sensitivity.
- Ability to use own initiative with confidence, using judgement to escalate where necessary.
- Strong understanding of evolving audience requirements, including in relation to digital content knowledge, ensuring that new forms of content are being considered as part of the commissioning process.

**Desirable**

- A proven track record of commissioning programmes
- Experience of creating and developing digital content

**Job impact**

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**Other information**

**For Reward team use only**

Job Code

Definition:

Content / Content Support / Support

*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.*

**Approval**

**Manager**

Rose Garnett

**HR Business Partner**

Anthony Carlton

**Date**

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