JOB DESCRIPTION

Job Title: Researcher, Casualty
Grade: 5
Department: Drama Group
Location: Roath Lock Studios, Cardiff Bay

AIMS OF THE JOB

1) A Casualty researcher has a key role in maintaining the highest standards of accuracy and modernity on BBC1's popular Saturday night drama.

2) To provide research for the Script and Story department on any subject suggested by the serial story lines and guest stories.

3) To generate alternative ideas or solutions where research indicates that original ideas are problematic.

4) To research, establish and maintain a Casualty archive and appropriate research resources and contacts.

ORGANISATION

1. The postholder will report to the Story Producer, and work in close conjunction with the Story Department, Script Editors, Medical Advisors and Writers.

ENVIRONMENT

1. The post is office-based, and in general, normal office hours will apply. However, a flexible approach to working hours is essential.

2. Television drama production can involve long and unpredictable work patterns, and pressure to meet tight schedules. There must be no restriction on the ability of the postholder to travel within the UK or abroad, subject to the BBC's Conditions of Service Code of Practice and equal opportunities policies.

MAIN DUTIES

1. To assist the Producers, Script Editors and Writers to test potential stories and character developments for accuracy, credibility and consistency.

2. To assess all storylines and scripts and carry out the research requirement. This will involve in-depth research of medical matters and sometimes controversial subject matters, covering topics such as the law, the operation of the emergency services and wider moral and political issues relating to the subject matter of Casualty.

3. To be the point of contact for the medical advisors and liaise with Script Editors and Writers as necessary with regard to the medical content of the show.

4. To read all allocated scripts in order to ensure the continuity of research in story lines and the accuracy of any factually based dialogue.

5. To attend script meetings well-prepared to identify research problems and present solutions.

6. To generate story ideas from all research sources eg internet, press, specialist press etc. When necessary, to undertake research visits, and organise research visits for writers.

7. To work closely with Casualty's paramedic, emergency medicine and nursing advisors on scripts and story ideas. To assist the Script Editors in the implementation of the advisors'
8. To ensure that a relevant and up-to-date research archive is maintained.

9. To provide general research support to Writers.

10. To establish and maintain an appropriate library resource of professional periodicals – eg Nursing Times, Nursing Standard and Hospital Doctor.

11. To ensure close co-operation and communication with the various production teams ie Script and Story Producers, Script Editors, Writers and Design departments, medical, legal and other advisors.

12. To attend storylining, planning and commissioning meetings.

13. When appropriate, to assist the Director and production team with background research on any topic for their episode.

14. To identify, establish and maintain relationships with experts in specific fields, and to keep abreast of NHS developments through links with department of health and trades unions

15. To ensure the accurate compilation of a list of both real and fictional events and anniversaries – eg characters birthdays – as an aid to writers considering story lines.

16. To undertake all necessary administrative tasks including negative checking.

17. To be aware of the full extent of the financial and purchasing authority of the post, and to ensure that this authority is exercised in accordance with Network Television and BBC financial arrangements.

HEALTH & SAFETY

1. Drama Group embraces the general statements of policy issued by the BBC and TVMSG with respect to the health, safety and welfare of employees at work by endeavouring to provide a safe and healthy working environment where our activities do not subject people to unnecessary risk. Our aim is to prevent accidents by developing industry standards and adopting best working practices.

2. Every person within Drama Group has a safety responsibility and individuals must be made aware of the legal, economic and moral duties regarding elimination of risk and accident prevention. This can only be achieved by providing staff with appropriate information, practical instruction coupled with suitable and sufficient training. Staff are required to participate in appropriate training activities and refresher courses.

3. Further information on Drama Group safety policy arrangements and related issues is available from the Drama Group Safety Office.

REQUIRED KNOWLEDGE AND EXPERIENCE

1. A practical experience of television production techniques and an informed interest in drama production specifically.

2. A broadly based knowledge and a familiarity with conventional and specialised sources of information and research techniques. An understanding of script writers and the script writing process.

3. An understanding of and the ability to interpret editorial intentions, and to contribute to the generation of ideas and the resolution of script and story problems.

4. Experience of establishing and maintaining office and administration systems. The ability to
communicate information effectively to a wide range of production and non-production personnel, internal and external to the BBC.

5. Experience of handling confidential and/or controversial information with tact and sensitivity.

6. Familiarity with office and information technology.

PERSONAL ATTRIBUTES

1. Interpersonal and communication skills sufficient to establish and maintain effective working relations with all members of the Production team, cast and crew, and to establish productive relationships with contacts external to the BBC.

2. High degree of motivation and ability to set own priorities and be self-directing.

3. The ability to adopt a flexible approach, manage a variable workload and adapt to the different styles of the various writers and Production teams, and to work simultaneously on different scripts and story line ideas.

4. Politically aware, and possessing the ability to act with tact and sensitivity.

5. Effective time-management and organisational skills and the ability to exercise initiative and work independently.

6. Resilience and stamina to sustain performance when under pressure from tight schedules, deadlines and conflicting priorities.

7. Experience of researching for a drama production

8. Strong organisational and communication skills

COMPETENCIES

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

Analytical thinking - able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships and construct frameworks for problem solving and/or development.

Communication - able to express ideas clearly and adapt communication style to the needs of others by using a range of styles and approaches appropriate to the audience and the nature of the information. The ability to understand the effect on others of one’s own personal style of communication.

Collaborative working style - the ability to consider the merits of ideas from colleagues objectively and allow those ideas to inform own thinking. The ability to be generous and enthusiastic about good contributions from others.

Creative Thinking - able to transform creative ideas into practical reality. Can look at existing situations and problems in novel ways and where necessary come up with creative solutions.

Managing relationships - able to build and maintain effective working relationships with a range of people.