

<b>Job title</b>	<b>Resource Scheduler</b>		
<b>Job family</b>	<b>Business Management &amp; Administration</b>	<b>Band</b>	<b>B</b>

**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.

<b>Division</b>	BBC Scotland News
<b>Reports to (title)</b>	Assignment Editor
<b>Location base</b>	Glasgow, Pacific Quay

<b>Additional job specific responsibilities and accountabilities</b>
<ul style="list-style-type: none"> <li>- An understanding of production methods used in BBC news and the opportunities presented by new media.</li> <li>- An interest and knowledge of news and current affairs in Scotland. - Effective communicator - interprets sympathetically the requirements of programmemakers and is able to appropriately suggest alternatives.</li> <li>- Excellent team worker - participates fully in contributing to the team’s decisions; flexible and proactive in taking on the roles required.</li> <li>- Ability to manage resources, staff, technical facilities and budgets, in order to make challenging broadcasting in the most cost effective manner.</li> <li>- Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.</li> <li>- Demonstrable knowledge of Health and Safety in a broadcast environment, and an understanding of the BBC Terms and Conditions.</li> </ul>

<b>Approval</b>	
<b>Manager</b>	Kevin Jackson, Assignment Editor
<b>HR Business Partner</b>	Michelle McInnes
<b>Date</b>	06/02/2019

## Job purpose

To effectively contract and schedule resources including staff, facilities and equipment as appropriate in accordance with production and transmission requirements, conditions of service and objectives of the operational areas.

## Key responsibilities and accountabilities

- Contract and schedule resources as appropriate in accordance with requirements, conditions of service and the objectives of the operational areas
- Act as first point of contact for routine scheduling queries and escalate issues as appropriate
- Monitor the utilisation of resources and reports to ensure effective and efficient scheduling
- Liaise with scheduling colleagues and other project and production teams as appropriate, to ensure that forward scheduling meets future requirements
- Produce schedules of work in advance
- Maintain an up to date knowledge of standard rates, negotiating and engaging freelance effort as necessary to cover resourcing pressures at short notice
- Be proactive in contributing towards the cost effective scheduling of resources and in particular the management of overtime, freelance and casual spend
- Ensure that additional hours and days worked are recorded accurately on the scheduling system and have been sanctioned at the appropriate level
- Ensure information in the system is updated within specified deadlines to allow for the production of accurate management and financial information
- Assist management with the proactive control and scheduling of leave including annual, exceptional, additional etc.
- Ensure all sickness is recorded appropriately and available for reporting
- Run reports to ensure that information held on the system is accurate and complete, ensuring there is no missing retrospective data
- Identify new users and arrange appropriate system access, provide training as required
- Undertake any other duties that may reasonably be considered appropriate and must be willing to adopt a flexible approach

## Knowledge, skills, training and experience

- Has an excellent knowledge of the BBC Conditions of Service, Policies such as Leave policy, Sick Policy and Working Time Directive to enable support of Resource Scheduling
- Sound knowledge and experience of a scheduling system, together with well-developed IT skills.
- Ability to assess programme and staffing priorities and to act with the minimum of supervision and deal with conflicting demands, in a very busy environment
- Has a high standard of accuracy and attention to detail
- A good understanding of BBC output and programming requirements
- Excellent communication, interpersonal and organisational skills
- Experience of dealing with senior management and programme makers
- The ability to deal confidently, discreetly and tactfully with members of staff, ensuring

that the BBC Respect at Work policy is adhered to at all times

**Job impact**

**Decision making**

- *Reports to Senior Resource Scheduler (or equivalent)*
- *Forge a strong day to day working relationship with technical staff in terms of understanding the programme schedules, staff planning and resource requirements over the course of a programme*
- *Make effective decisions with regard to hiring freelance staff paying attention to agreed rates with a full understanding of regulations in regard to employment and tax status*
- *Simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Identify causal relationships, and construct frameworks, for problem-solving and/or development*
- *Take the initiative, originate action and be responsible for the consequences of the decisions made*

**Scope**

- *Schedule resources within budget*
- *Provide training to new starters as required*
- *Undertake special projects as defined*

**Other information**

**For Reward team use only**

Job Code	
Definition:	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.*

