

Job title	Assistant Producer		
Job family	Content Production	Proposed band	C

Job purpose
<p>The Assistant Producer will originate and produce excellent content.</p> <p>These roles will contribute creative ideas, bringing highest quality content production skills which may involve research, technical operations, audio, online and interactive production activities.</p>

Key responsibilities and accountabilities
<ul style="list-style-type: none"> • To support the development, management and creation content on a variety of platforms. • To work effectively with other departments, suppliers & partners (internal & external) ensuring the BBC maintains excellent relationships throughout. • To ensure all content is of a first class standard: thoroughly researched and accurate, in-keeping with audience needs and expectations. • To ensure that output complies with BBC editorial, technical, design and accessibility standards, and that BBC Health and Safety policy is observed. • To be technically proficient to the requirements of the role. • Direct and coordinate resources in a busy, production environment. • Nurture and develop junior members of the team • To ensure BBC output reflects the needs of our audiences. • Creative self-starter with initiative and tenacity and ability to see how their work fits in with the wider needs of department. • To use a variety of specialist production skills in a multi-skilled environment.

Knowledge, skills, training and experience
<p>Essential</p> <ul style="list-style-type: none"> • A knowledge of BBC editorial guidelines and other compliance policies, or has the desire to glean this knowledge quickly. • Understanding of the importance of the BBC's values in accuracy and impartiality. • Experience in creating first class content. • Demonstrable experience of working in a broadcast or content production environment • Familiarity with research techniques and sources for the verification of the accuracy of material. • Experience of writing clear and concise material which may be used for briefs, scripts, or digital platforms. • Ability to use IT proficiently, including a range of software packages. • Experience of influencing, negotiating and communicating effectively both internally and with external agencies/partners. • A strong communicator and ability to simplify complex problems. Proven ability to influence decision-making at all levels and experience managing commercial and contractual relationships with third party suppliers and partners. • Effective planning and organising skills. Ability to concentrate on several areas of work at one time, prioritising, delivering consistently to deadlines and reacting positively to changes and conflicting priorities. • Ability to prioritise a conflicting workload efficiently and to maintain standards of accuracy and attention to detail when working to deadlines or changing priorities.

- Able to use firm judgment and understanding of when to seek guidance from experts / escalate issues where appropriate
- Ability to develop creative ideas, which engage diverse audiences in a demanding creative environment.
- Demonstrable high level of creativity - able to bring fresh new approach and bring out creative ideas in others.
- Oversee and where necessary, direct the work of other resources and manage positive working relationships with staff, contributors and talent
- An up to date knowledge of the BBC's diverse audiences and their needs and expectations and use this to shape creative and engagement output.
- The ability to problem solve and suggest effective solutions.
- Awareness of financial responsibility and budgets.

Job impact
<p>Decision making</p> <p>The Assistant Producer may report to various roles, depending on the area of which they are working in, but can range from a Producer to an Executive Producer.</p> <p>The job holder will receive an appropriate level of editorial guidance and direction.</p> <p>Scope</p> <p>The role of the Assistant Producer is to assist the Producer/Executive Producer or similar to create content for a specific area of interest, and to supervise different stages of the production process using broad production skills gained with experience in a production environment.</p>

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)	Editor, Bitesize
Location base	Salford

Organisation structure
<p>Bitesize is BBC Education’s formal learning website, which helps over 3 million students a week progress their education.</p> <p>BBC Education is central to fulfilling the BBC's mission to inform, educate and entertain. Our aim is to transform lives through education by:</p> <ul style="list-style-type: none"> • Providing every child in the UK with a personalised learning experience through BBC Bitesize • Supporting & inspiring classroom learning with world-class, curriculum linked programming through BBC Teach . • Addressing societal and educational deficits within the UK through campaigns such as BBC micro:bit and Super Movers a partnership between the BBC and the Premier League. <p>As an Assistant Producer on the Bitesize team you will play a central role in the development and production, on schedule and to budget, of exceptional interactive and game content for the target audience.</p> <p>In the Primary Games role you will work with colleagues in both the Bitesize and Design & Engineering teams to develop effective and engaging interactive game content for the Primary audience.</p>

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> • Knowledge of the UK curricula (especially Key Stage 1 Maths) and experience of creating learning content • Previous experience of games commissioning and procurement processes. • Practical experience of games/interactive production and development. Including solid understanding of accessibility requirements for games and interactive content. • Able to identify or exploit interactive functionality to maximise the educational impact of the game content on the Primary audience. • Able to measure/quantify the impact of gamified learning on the audience and make recommendations.

Approval	
Manager	Nicola Anderson, Editor Bitesize
HR Business Partner	Fiona Smithson
Date	8 th August 2019