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|-------------------|---------------------------|-------------|----------|
| <b>Job title</b>  | <b>Executive Editor</b>   |             |          |
| <b>Job family</b> | <b>Content Production</b> | <b>Band</b> | <b>F</b> |

**Job purpose**

The Executive Editor is responsible for defining an editorial vision for the team, ensuring that it is aligned to the strategic objectives of the wider department/division. The role is accountable for the editorial quality of the output and, in partnership with the Production Executive (or equivalent), to manage the financial and operational challenges that go along with a large portfolio.

**Key responsibilities and accountabilities**

- To be editorially, financially and managerially responsible for a range of output.
- Ensure all programmes/content are delivered on time and within budget, encouraging the highest possible creative standards throughout.
- Financial acumen and a strong sense of driving best value for the licence fee. Able to manage budgets, control costs and maximise value across all expenditure.
- A commitment to creating both diverse content and teams to reflect our audiences and ensuring best practice.
- To take a lead role in driving forward new projects and new ways of working, collaborating with other departments.
- To provide first class management and guidance to the editorial team, helping to identify training and development needs of direct reports.
- To provide clear direction, editorial insight and quality control for both ongoing and newly commissioned projects.
- Playing a key ambassadorial role in ensuring the BBC has effective relationships with internal and external stakeholders.
- Maintaining a thorough knowledge of industry trends, innovations and creating effective networks.
- Liaise with Talent Rights negotiation, and other BBC contract negotiators where required, and ensure copyright and contracts adhere to BBC regulations.
- To help ensure that output genuinely connects with audiences in a digital world, working closely with colleagues to exploit new products and platforms.

**Knowledge, skills, training and experience**

**Essential**

- Ensure compliance with the BBC editorial guidelines and has a thorough knowledge of all BBC’s legal, contractual agreements and regulations as they apply to programme making, broadcasting and digital media.
- Demonstrable passion for creating content to the appropriate audience, and knowledge of those subjects which inform, educate & entertain the audience.
- Strong track record of delivering high quality content with a passion for media and an understanding of audience trends
- Able to create a clear editorial vision for the lifecycle of content across all platforms.
- Strong experience of developing and maintaining effective working relationships with internal and external 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.
- Ensuring teams works to deadlines and supported sufficiently to deliver their best work for the BBC.
- Able to demonstrate strong editorial judgement in a fast moving environment
- Proven ability to develop innovative content, be open to new ideas and motivate colleagues to take creative risks, within the parameters of the BBC Guidelines.
- Demonstrable high level of creativity - able to bring fresh new approach and bring out creative ideas in others.
- Evidence of strong leadership and effective team management, ensuring staff members receive development and manage performance.
- Contribute to the overall strategic management of the department/genre
- Evidence of a commitment to creating both diverse content and staff base to reflect our audiences.
- Has the ability to consider a range of problems and uses own judgement to apply effective, time critical solutions.
- Financial acucum and a strong sense of driving best value for the licence fee. Able to manage budgets, control costs and maximise value across all expenditure.

**Job impact**

Executive Editor will lead, manage and develop a significant part of the output and contribute to the overall strategic management of the department within their field of responsibility.

**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.*