

**Appendix**

There may be sub-sets of the generic job described below which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

<b>Division</b>	<b>Managing Director Group</b>
<b>Reports to (title)</b>	<b>Commercial, Rights and Business Affairs Manager</b>
<b>Location base</b>	<b>Wogan House, WI</b>

<b>Organisation structure</b>	
<p>This role will form part of a team focused on providing business affairs support to Radio 3, the BBC Proms, the BBC Performing Groups, as well to the Radio 4 Network.</p> <p>Accordingly, you will require excellent knowledge and a thorough understanding of classical music repertoire and performers. You will also need to demonstrate familiarity with and interest in the output of Radio 3, the concerts of the BBC Proms, and the activities of the BBC Performing Groups.</p>	

<b>Competencies</b>
<p>The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.</p> <p><b>Influencing, persuading and negotiating</b> - Good influencing, persuading and, where applicable, negotiating skills.</p> <p><b>Communication</b> - Ability to present ideas and opinions clearly and effectively using a range of tools and techniques.</p> <p><b>Organisation and Planning</b> - Able to think ahead in order to establish an efficient and appropriate course of action for self while taking into account all relevant factors e.g. deadlines and/or the need to get input from others. Prioritises and plans activities to be able to respond promptly and efficiently to requests.</p> <p><b>Collaboration</b> - Able to build and maintain effective working relationships with team members, colleagues and external partners.</p> <p><b>Flexibility</b> - Adapts and works effectively with a variety of situations, individuals or groups.</p> <p><b>Problem Solving</b> - Anticipating issues in advance and suggesting a course of action, whilst escalating issues, where appropriate.</p> <p><b>Creativity</b> - Thinks creatively and can identify innovative approaches to day-to-day activities, consulting with more senior team members on implementation if appropriate.</p> <p><b>Resilience</b> - Highly committed and motivated. Ability to work under pressure.</p> <p><b>Learning</b> - An enthusiastic learner with the ability to quickly assimilate information and develop new skills.</p>

<b>Approval</b>	
<b>Manager</b>	Name and job title
<b>HR Business Partner</b>	Name
<b>Date</b>	

<b>Job title</b>	<b>Commercial, Rights &amp; Business Affairs Assistant</b>		
<b>Job family</b>	<b>Commercial, Rights &amp; Business Affairs</b>	<b>Band</b>	<b>B</b>

**Job purpose**

To support the BBC in acquiring, creating and distributing Intellectual Property to maximise audience value and commercial return in a digital, global and increasingly commercial environment by:

- Providing excellent contract and rights administration
- Providing excellent business support and team coordination
- Using systems and processes efficiently and effectively
- Maintaining strong, collaborative working relationships internally and externally.

Working within Commercial, Rights and Business Affairs requires a coherent ‘one BBC’ approach by way of close collaboration and/or embedded ways of working with all Divisions across the organisation. This is central to CRBA’s purpose and culture and is therefore critical to this role.

- This role will work broadly across the range of CRBA activities covered by the team within which it sits, unless otherwise indicated in the Appendix, which are not exhaustive, and subject to change as the role requires.

**Key responsibilities and accountabilities**

1. **Contract and rights administration:** To carry out all aspects of contract and rights administration effectively and efficiently. To research and identify holders of copyright, providing fee and clearance information as required, and issuing documentation.
2. **Business support and team coordination:** To ensure all relevant BBC business processes (including contract management and internal referral and approval frameworks) are followed. To ensure effective coordination across, and between, central and embedded CRBA functions in all Divisions. To deal with client correspondence and a range of reporting.
3. **Business systems:** To reduce contractual documentation and ensure information on business systems (for example ACON and OnAir) and databases are up-to-date and maintained.
4. **Stakeholder management:** To positively build and maintain effective working relationships, internally and externally, and to be a recognised point of contact for all parties dealing with CRBA. To deal with routine enquiries and escalate issues as necessary.
5. **Document management and record keeping:** To maintain excellent document management and record keeping, ensuring data integrity, accuracy and timeliness. To process contractual payments efficiently.
6. **Support for commercial deal making:** To support the negotiation of commercial deals.
7. **Support for funding proposals:** To support the formulation and submission of investment proposals
8. **Events:** To support with preparations for markets and festivals including collating editorial information, sourcing clips and promos.

- 9. **Research:** To support or undertake research projects.
- 10. **Deputising:** To deputise and act up as required.

**Knowledge, skills, training and experience**

**Essential**

- Knowledge of the BBC's rights and intellectual property operations
- Good interpersonal skills and experience of developing good working relationships.
- Excellent IT skills, with experience of databases and administration systems.
- Excellent organisation, coordination and time management skills
- Good attention to detail and the ability to analyse and summarise complex data.
- An approach that encompasses proactivity, flexibility, resilience, enthusiasm and energy.
- Any additional criteria set out in the Appendix.

**Desirable**

- Knowledge of production and deal-making.
- Knowledge of BBC policies (for example, Fair Trading framework).  
Knowledge of contracting systems, databases and spreadsheet packages.

**Job impact**

- Ensure work conforms to agreed quality standards, guidelines and procedures.
- Acts independently and proactively but exercises judgment about escalating issues.
- Manages own and others' time to achieve specified short term targets.
- Maintains strong working relationships and provides a point of contact and support.
- Success is assessed by review of achievements against targets.

**Other information**

<b>For Reward team use only</b>	
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.*

