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| <b>Job title</b>  | <b>Executive Lead</b>                           |             |          |
| <b>Job family</b> | <b>Business Management &amp; Administration</b> | <b>Band</b> | <b>F</b> |

**Job purpose**

To assist the Director (at Exec Team or equivalent level) to effectively deliver their accountabilities.

**Key responsibilities and accountabilities**

- Lead projects with the senior leadership team to ensure the BBC business plan is achieved.
- Develop document content and critique other documents on a broad range of topics for BBC Boards to ensure the Director can make a positive contribution at Executive meetings.
- Contribute to planning and shaping of division submissions to pan-BBC reports on subjects such as compliance, risk management and fair trading.
- Establish a high level of credibility and manage strong working relationships across the division and broader finance community.
- Act as a communications conduit for the Director to ensure they deal with essential documentation and queries.
- Work closely with the Director’s PA to ensure they are fully assisted across the full range of his/her role;
- Provide proactive and rigorous feedback to ensure the benefits of new divisional opportunities are realised, financial risks understood and, as appropriate, escalated for Group sign-off in line with delegated authority limits.

**Knowledge, skills, training and experience**

**Essential**

- Relevant management/business qualification or significant work-based experience across a range of organisations/departments.
- Significant experience of providing business, administration and management assistance at a senior level across several complex professional service environments and/or large organisations.
- Excellent organisation and planning skills with the ability to manage a busy workload, often with conflicting priorities and tight deadlines, while remaining calm under pressure.
- Strong project management skills showing ability to improve organisational effectiveness and create a culture of continuous improvement.
- Advanced computer skills with extensive demonstrable experience of office software packages (i.e. Word, Excel and PowerPoint).
- Strong communication skills. Must be able to accurately summarise and convey complex information to a range of audiences.
- Proven experience of building effective working relationships with staff at all levels of the corporation, particularly at senior management level.
- Excellent negotiating and influencing skills, both face-to-face and in writing.
- Ability to work with minimal supervision, using own initiative to solve problems.

**Desirable**

- Media sector experience.

- Project management qualification.

**Job impact**

**Decision making**

- *Decisions primarily impact division.*
- *Exercises substantial responsibility and discretion.*
- *Establishes and changes financial and other resourcing priorities in line with financial, business and organisational objectives and allocates resources over many months, considering current and longer-term implications.*
- *Formulates policy and provides advice to a range of decision makers and in a wide range of circumstances.*
- *Decisions or actions have a continuing impact on the effectiveness of division’s work and also impact on the effectiveness of other areas.*
- *Job holder is subject to general direction and broadly defined policy objectives.*
- *Success is assessed by review of achievements against targets.*

**Scope**

- *Financial. Role/team dependent*
- *Employees. Role/team dependent*
- *Other. Role/team dependent*

**Other information**

**For Reward team use only**

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|-------------|---------|
| 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.*