

Job title	Principal Systems Engineer		
Job family	Technical Systems and Delivery	Proposed band	D

Job purpose

Responsible for the planning, design, implementation, integration, commissioning, test, and in some cases operation of systems, and for collaboration to continuously improve the engineering planning and delivery process.

Key responsibilities and accountabilities

- Contribute to a technical roadmap for systems and services within their scope
- Driving improvements in the operating environment and ensuring alignment with the overall BBC enterprise architecture strategy
- Lead role within engineering teams in the planning, design, development, integration, commission and test of media systems
- Responsible for the provision of technical advice and consultancy across a range of projects and products to shape and deliver technical production solutions. To innovate where necessary and exercise sound judgment in delivering or recommending solutions whilst considering business requirements
- Seek opportunities to work with project, product and technical leads, and contractors and manufacturers to design media systems and create implementable solutions to the business' technical requirements
- Where required, responsible for ensuring systems are properly monitored, supported and maintained, including maintaining resources and skills for resolving issues throughout the lifecycle
- Write, review and approve technical documentation as part of project and product delivery
- Lead the process for test and subsequent resolution of issues throughout the project or the product life cycle
- Operates effective processes that support the timely delivery of their roadmaps and/or project plans
- Oversee acceptance testing of new installations, ensuring test logs/registers are kept up to date
- Works with system vendors and suppliers to ensure successful delivery of solutions
- Mentor, coach and manage (as required) other staff. Provide technical leadership and direction to peers and colleagues
- Maintain knowledge of industry and competitor developments
- Develop expertise in new technologies and existing technologies and drive the introduction of them where appropriate
- Lead team members to have an effective vision, strategy and business case for systems that support wider divisional and BBC strategies
- Partner with the project manager and project support staff to enable them to provide effective and informed reporting
- Clearly communicate strategy, plans, objectives, performance measures, progress against plans and budget to all interested and invested parties –

tailoring communication as appropriate to ensure relevance to the audience

Knowledge, skills, training and experience**Essential**

- Experience in the design, delivery or support of technical systems and infrastructure within a media technology environment
- Knowledge of systems test and handover procedures
- Knowledge of systems engineering for key operational criteria (monitoring integration, performance testing, security considerations)
- Demonstrable experience of applying new and emerging technologies within media technology projects and products
- Self-motivated and organised, with the ability to manage multiple tasks and drive delivery to time and budget whilst minimising risk
- Excellent communication (verbal, written, listening) and IT skills
- Able to effectively work in a dispersed and varied team, showing evidence of dealing with complex technical issues, dealing with multiple priorities, managing conflict and using influencing skills to ensure that projects / assignments are properly commissioned and delivered into the business
- Able to deliver to deadlines and demonstrate resilience to ensure the correct technical solution is selected with a full understanding of the costs, timescales and risk involved
- Expertise in translating project, user and product requirements into technical solutions

Desirable

- Experience of representing the company at working groups, with external partners and suppliers and around the wider organisation
- Ability to write and communicate complex technology solutions in a clear and coherent way
- Experience of operational workflows as they pertain to complex media technology systems
- Knowledge or experience of working with media/technology tools (hardware and software)
- Knowledge of web architecture and key technologies (HTTP, DNS, distributed design)
- Knowledge of broadcast or datacentre infrastructure installations including power, environmental and space layout considerations
- Knowledge and experience of procurement processes
- Experience managing third party service delivery or support in an engineering environment
- Experience of mentoring and supporting less experienced members of the team
- Knowledge of how media technology systems are supported by Operational Engineering teams and what tools and interfaces they rely on
- Knowledge of Cloud Computing disciplines (NaaS, SaaS, PaaS or IaaS) and IP technologies, and their impact on future production solutions

Job impact

- Reports to Systems Engineering Manager or Lead Project Manager
- The role holder will be expected to prioritise deliverables to meet objectives in a fast changing environment.
- The role holder will be expected to contribute towards design and implementation decisions which have a direct impact on the BBC's technical infrastructure, in line with BBC technology strategy and architecture.
- May lead engineering teams in the design and development of systems and services, in line with agreed investment plans.
- Provide technical input into contracts with 3rd party providers, dealing with technical issues.
- Decisions or actions have an impact on the performance, resilience and function of technical systems and services for production and broadcast of our output

Scope

Finance: Responsible for headcount budget of up to £350k
 It will be expected that the post holder will have a good understanding and oversight of the finances associated with their deliverables including regular monthly forecasting, actuals and general performance reporting.
 The post holder is responsible for maintaining project expenditure to budget and forecast and actual spend against supplier contracts.

Line Management: 2 to 5 direct reports
 The role will lead and manage their resources (either permanent or project based) as appropriate, with responsibility for staff performance management and communication and the performance and success of the systems they build.

Ad hoc teams: Leadership of ad hoc teams of 4 - 8 people usually. Often made up of cross departmental or internal/external roles (such as users, other engineers, testers and other project roles).

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	Design & Engineering
Reports to (title)	Manager, Systems Engineer
Location base	London or Cardiff

Organisation structure	
<p>BBC Design & Engineering provides the foundations for broadcasting - we keep the BBC's services on-air 24 hours a day, seven days a week. That means everything from transmission for TV and radio - enabling us to reach 97% of adults in the UK every week including the cameras, mixing desks, email and business systems for our world-class programme makers and staff.</p> <p>It is this technology that connects our colleagues and our viewers to our content. To support the BBC, now and in the future, our priorities are to make sure we're flexible, efficient and can take advantage of all the digital developments happening in broadcasting.</p> <p>Our objectives are to:</p> <ul style="list-style-type: none"> • Deliver agreed portfolio priorities to plan • Delivery on our major projects • Be a strategic partner with the rest of the BBC • Make real the Engineering Operating model • Build the capability we need to deliver the Engineering Vision <p>This role sits within Business Systems in BBC Design & Engineering which sets the technology strategy and delivers and supports solutions to optimise running of all the BBC's business critical functions including HR, Finance, Procurement, Legal and Workplace.</p>	

Additional job specific responsibilities and accountabilities	
<p>The BPC System Specialist will report operationally to the Manager, System Engineer and will be responsible for maintenance, development and administration of Business Planning and Consolidation in line with the approved development plans, change requests and the operational service levels.</p>	
Size & Scope of the role	
<p>This is a business support role. Its scope is:</p> <ul style="list-style-type: none"> • Systems complexity: The systems landscape will contain applications typically involving multiple business and technical dependencies, business critical systems and processes and commercially sensitive environments • Stakeholder management: First point of contact for a variety of stakeholders. • 3rd Party Relationships: Supporting 3rd party partners and suppliers supporting delivering application services and projects typically to the value of 100K. • Information & Security management: Ensure that all the requirements of statutory and BBC safety regulations are fully met including adherence to the BBC's policies. • Recruitment: Support recruitment process for the team by taking part in selection boards 	

and making selection decisions for engagement of new colleagues including specialist contractors.

- **Project Support** – Provide SME input into projects relating to Finance systems and support implementations and transitions into BAU

Key Accountabilities

- Provide insight on the impacts of data requests (new/change/deletion etc.) from an end-to-end process prospective and also a systems and data integrity perspective.
- Support development of the following applications: BPC Netweaver 10.1 Embedded version in line with the approved development plans, change requests and the operational service levels, keep system and support documentation up to date.
- Take part in the BPC projects and upgrade of the existing application
- Provide advice to users on BPC applications relating to Budgeting, Forecasting and Consolidation.
- Develop solutions test cases and data review for data migrations and system upgrades and patches in BPC.
- Adhere to and provide advice to users on the processes, procedures and documentation associated with requesting changes to system data and data structures.
- Ensure compliance at all times with BBC data quality standards as defined within the Data Management Strategy and Data Management Policies.
- Assist in the development and establishment of BBC-wide data policies and work in collaboration with the outsourced service provider in reviewing and improving existing policies and procedures.
- Provide services in accordance with the ITIL Framework.
- Work alongside Team Management and Application Leads to develop and operate effective working relationships with key stakeholders in Finance, Procurement, HR and Engineering teams, third party suppliers, users and super-user groups.

Person Specification

Qualifications:

Knowledge, Skills & Competencies:

Essential

- Strong Data Analyst skills with experience gained from developing, implementing and operating large and business critical database environments.
- Strong Business Process Analysis skills within Planning & Consolidation
- Sound understanding of system data controls, SAP-related segregation of duties and fraud and risk management requirements in a complex organisation.
- Extensive Knowledge of BPC Netweaver 10.1 Embedded, BW 7.5 and Analysis for Office tools
- Programming skills (Script Logic, VBA, SQL, ABAP, FOX etc)
- Extensive knowledge of end to end budgeting, forecasting and consolidation cycles
- Knowledge of SAP BO reporting tools would be an advantage
- Very strong analytical skills with a particular emphasis on understanding and transforming large volumes of complex data into valuable business information.
- Strong capability in working with end users and translating their business aspirations into very tangible data analysis and reporting solutions.
- Experience of working in an agile environment.
- Previous experience in the finance is advantageous.
- A strong understanding of Data Protection legislation and how it impacts access controls.
- Experience of delivering services within an ITIL environment.
- Excellent customer skills especially with respect to verbal communications which are clear and understandable to users with relatively less technical and data analyst experience

Qualifications

- Information Technology degree, or equivalent professional qualification / experience
- Certifications in BPC/Business Intelligence products, including SAP certification is desirable
- ITIL qualified - ITIL Foundation minimum is desirable
- IT Professional certifications aligned to the role as identified within the Job Description

Approval

Manager

Name and job title

JOB DESCRIPTION



HR Business Partner	Name
Date	