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| Job title | Series Producer | | |
| Job family | Content Production | Band | E |

Job purpose

The Series Producer will lead and inspire a team to develop and deliver a series, ensuring that it achieves the highest creative and editorial standards, delivers on time and on budget, with adherence to BBC guidelines.

Key responsibilities and accountabilities

- Responsible for oversight of all production processes on a day-to-day basis and to lead the team to deliver first class content, ensuring it meets the stated aims on all platforms.
- Ensure all content is delivered within the legal and budgetary frameworks, and on time.
- Responsible for ensuring that every aspect of the series adheres to Health & Safety regulations.
- Lead and motivate the team, ensuring that the vision for the series is communicated and understood and that the editorial specification is realised.
- To provide a strong sense of editorial direction and a supportive environment in which to work.
- Lead and inspire ideas generation for content
- In collaboration with key stakeholders, explore promotional opportunities to maximise audience reach across all platforms.
- To ensure content reflects our diverse audiences.
- Responsibility for the construction of a full production schedule and budget in conjunction with Production Management, and others as appropriate.
- To keep up to date with emerging industry trends
- Deputise for the Executive Producer/Editor as appropriate.
- Liaise with Talent Rights negotiation, and other BBC contract negotiators where required, and ensure copyright and contracts adhere to BBC regulations.
- Develop and manage positive working relationships with staff, contributors and talent and be able to give constructive feedback.

Knowledge, skills, training and experience

Essential

- An extensive knowledge of BBC editorial guidelines and other compliance policies.
- Understanding of the importance of the BBC's values in accuracy and impartiality.
- An in-depth knowledge of the area in which the role operates, including audiences, competitors and industry trends.
- Extensive experience of making compelling, innovative content at a senior level, and communicating a clear editorial vision
- Proven experience of the latest production processes and techniques and technologies.
- Thorough knowledge and understanding of the wider media industry
- Excellent editorial judgement and knowledge of the target audience, their needs and expectations
- Strong experience of influencing, negotiating and communicating effectively both internally and with external agencies/partners.
- Ability to establish effective short and long term relationships with a wide range of people, talent, partners and agencies.

- Highly developed planning and organising skills. Ability to manage several areas of work at one time, prioritising, delivering consistently to deadlines and reacting positively to changes and conflicting priorities.
- Able to demonstrate strong editorial judgement in a fast moving environment, and a thorough knowledge of editorial and legal guidelines.
- 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.
- Able to lead the team to develop creative ideas which work across a series and, engage diverse audiences in a demanding creative environment
- Proven track record in long term and effective leadership, managing and motivating teams, and ensuring staff members receive regular feedback for development. Experience of managing performance. Experience of working with and developing talent to a high professional standard.
- Able to think ahead to establish effective and appropriate actions for themselves and others in order to meet strategic objectives. Communicate and contribute to the department strategy as required.
- A thorough and evidence-driven understanding of our diverse audiences, to ensure we accurately represent them.
- Can demonstrate the ability to consider a range of problems and use own judgement to apply effective, time critical solutions.
- Experience of successfully managing complex budgets and working closely with the production management and senior teams. Be responsible for ensuring that the series delivers on time and on budget.

Job impact

Decision making

The Series Producer may report to various roles, depending on the area of which they are working in, but can range from an Executive Producer to a Head of department.

Scope

Series Producers have overall control on every aspect of a series production. They bring together and approve the whole production team. Their key responsibility is to create an environment where the talents of the contributors and production teams can flourish. Series Producers are accountable for the success of each episode of a series and will steer the production from beginning to completion and beyond.

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.

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| Division | Content |
| Reports to (title) | Exec Editor |
| Location base | London |

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| Organisation structure | |
| <p>You will lead and inspire a small Content team in London to develop, shape and make mid form fact/ent strands targeted at 16-24 year olds for BBC Three on iPlayer. (eg Hot Property)</p> | |

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| Additional job specific responsibilities and accountabilities |
| <ul style="list-style-type: none"> • To provide brilliant leadership & line management of the BBC Three Content team in London. • To be accountable for bringing series in on budget and schedule whilst ensuring a safe working environment for the team, being mindful of BBC policy and calling on experts as required. • To ensure the content being produced adheres to the BBC’s editorial guidelines and advising more junior members on issues around such issues as they arise. • To work closely with the Social team to ensure content is promoted and optimised. • Work closely with the Executive Producer in Birmingham to build brilliant relationships and operational capability across the sites. • To prioritise the key areas of editorial focus, in line with BBC Three’s content strategy and be informed by analytics. • Help plan and execute content from day-to-day output to larger projects. • Promote diversity in BBC Three: To be aware of the BBC’s Equal Opportunities policy; ensure the best practice in the area forms an integral part of the unit’s |

JOB DESCRIPTION



operational and managerial activities.

- To provide out of hours editorial policy and compliance guidance when required.
- To work with the Talent Manager to attract new and emerging talent and to set briefs for the resourcing of bespoke greenlit content.

Approval

| | |
|----------------------------|--------------------|
| Manager | Name and job title |
| HR Business Partner | Name |
| Date | |