

Job title	Junior Production Manager		
Job family	Production Management	Proposed band	C

Job purpose

The Junior Production Manager is responsible for managing a Production on a day to day basis, ensuring delivery of accurate budgets and production planning in a demanding and changing environment.

Key responsibilities and accountabilities

- Contributes to the commissioning and approval/start of production processes, ensuring resources and editorial aspirations are aligned.
- Responsible for scheduling, budgeting and managing the production(s) in line with divisional requirements
- Responsible for identifying and sourcing appropriate resource and location requirements for the production(s) at the earliest possible stage.
- Ensures compliance with BBC policies, guidelines, legislative and regulatory requirements, in order to minimise the BBC’s exposure to risk and to deliver value for money through effective and efficient management of people and resources.
- Accountable for ensuring all necessary rights are acquired for the complete delivery of the production(s), escalating any issues at the earliest stage.
- Accountable for resolving any operational and financial issues commensurate with the role.
- Manages or contributes to the financial and operational performance of the production(s), based on expert knowledge and accurate financial information.
- Responsible for preparing, managing and monitoring production budgets, and for forecasting and reporting progress in line with best practice. Assessing financial viability of content ideas that may arise during production.
- Ensures production teams are aware of, and adhere to the processes for fully and accurately capturing and managing metadata in line with BBC guidelines and policies.
- Contributes to the identification of training and development needs of direct reports and ensures performance management arrangements are in place.
- Maintains a safe and healthy working environment at all times, escalating any issues or areas of concern.
- Proactively looks for ways of improving efficiency within production, promotes diversity and champions the rationale for new ways of working and/or for adopting new production related technology.
- Responsible for efficiently and effectively deploying approved technologies on the production(s)
- Supports other internal departments with the implementation of their strategies (e.g. HR, Workplace, Procurement, Finance, etc)
- Responsible for liaising with Asset Management on IT requirements both in the office and on location, and ensuring that those who are joining, moving or leaving the department are equipped appropriately with the correct IT.

- Contributing to, and helping to implement, practical actions to reduce environmental impact throughout production

Knowledge, skills, training and experience

Essential

- Up-to-date knowledge of the BBC and the wider industry.
- Considerable experience of delivering a range of productions across a range of output or genres, on time and on budget.
- Experience of monitoring and managing Health & Safety on a production
- Demonstrable working knowledge of end-to-end multi-platform production with a level of technical understanding to enable the most efficient production of content.
- Effective project management skills and proven experience of delivering projects.
- Able to advise on production systems and support the implementation of new technologies on productions.
- Able to manage interpersonal relationships effectively and work collaboratively within a diverse team.
- Interpersonal and communication skills sufficient to establish and maintain effective relations with a wide range of contacts.
- Proven track record of being organised and responsive in fast paced environments
- Demonstrates strong organisational and planning skills and manages conflicting demands to meet deadlines.
- Able to proactively devise new ideas for working more efficiently
- Sufficient negotiating skills to influence, manage and negotiate deals and contracts in line with BBC policies and guidelines.
- Demonstrates team leadership skills, able to lead, develop and motivate teams across a range of output.
- Demonstrable business and finance skills, able to create, forecast and manage significant production resource and budgets. Able to interpret an editorial brief, explain commissioning requirements and suggest ideas for maximising the value from productions.

Desirable

- Recognised formal Health & Safety training (including Risk Assessment).
- Thorough knowledge of commissioning and local green light procedures in order to drive the processes, ensuring resources and editorial aspirations are aligned.

Job impact
<p><i>Decision making</i></p> <ul style="list-style-type: none"> • Post holders at this level have delegated decision-making authority (from the Production Manager or equivalent) regarding the smooth day-to-day running of their production, working within BBC guidelines and frameworks. <p><i>Scope</i></p> <ul style="list-style-type: none"> • Post holders at this level report to a Production Manager (or equivalent) and are responsible for the coordination of a production. • The Junior Production Manager may manage a less complex Production, with support from the Production Manager or on larger, complex production provide a supporting role to the Production Manager, taking on projects. • They are expected to build and maintain a wide range of internal contacts from across the BBC. • Typical external relationships will be with resource providers, contributors, artists and their agents, freelancers and public officials (e.g. local authorities).

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	
Reports to (title)	
Location base	

Organisation structure	

Additional job specific responsibilities and accountabilities

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	