

Job title	Head of Discipline		
Job family	Technology, Systems & Delivery	Band	F

Job purpose
<p>Product Group is an agile organisation, where individuals from different disciplines work together in multifunctional teams to design, develop, and deliver the BBC’s audience-facing digital products.</p> <p>A Head of Discipline is responsible for one of the functional disciplines in Product Group. They lead the provision of that capability to the group, being responsible for the staff within that discipline, setting standards and best practice, and supporting their staff to work within collaborative and high performing teams.</p>

Key responsibilities and accountabilities
<ul style="list-style-type: none"> • Create and manage a high performing group of specialists in their discipline, supporting individuals to perform to the best of their ability within multifunctional teams • Responsible for the recruitment, retention, training, coaching, and career development of their discipline within the Product Group • Responsible for creating a diverse, inclusive, and welcoming environment for staff across Product Group, where everybody feels supported to be their authentic self • Responsible for workforce planning within their discipline, working closely with HR, Finance, and the Product Group Leadership Team to ensure capacity is adequately understood and phased • Set standards and best practice for their discipline, engaging widely internally and externally, and applying trends and insights to continually improve the performance of the Product Group • Accountable for the performance of their discipline and its contribution to the overall objectives and delivery of the Product Group and the BBC’s portfolio strategy • Financial accountability for their discipline, including against headcount budgets • Work with the other members of the Product Group Leadership Team to transform the Product Group into a high performing, learning culture focused on innovation • Specific responsibilities and accountabilities for their discipline as set out in the appendix

Knowledge, skills, training and experience
<p>Essential</p> <ul style="list-style-type: none"> • Extensive, senior-level experience of leadership in an agile organisation within their discipline; able to lead the profession with confidence and credibility and act as a role model to their teams and colleagues • Adept at managing numerous, diverse senior and executive level stakeholders, often operating under tight timescales and managing numerous competing priorities • Experience of operating at a senior level in the public sector and/or dealing with external/governmental stakeholders or equivalent in a commercial business • A convincing and persuasive communicator, required to modify beliefs and opinions of teams, as well as senior stakeholders, able to establish effective and collaborative relations across BBC departments, and external agencies/stakeholders where required • Act as the conduit to effective communication and influence across the management team • Possesses a strong understanding of the media sector and BBC competitors, and the relevant in-depth knowledge of current industry trends and issues relating to their functional area

- Broad and comprehensive understanding of all BBC regulatory and contractual obligations as they pertain to their functional area
- Extensive experience in managing significant budgets and understanding key financial drivers

Job impact
<p>Decision making</p> <ul style="list-style-type: none"> • Develop, adapt and execute delivery plans in line with the portfolio strategy and product objectives, in line with direction from Senior Leaders • Manages stakeholders’ expectations and facilitates discussions in situations characterised by high risk, complexity, and constrained timescales • Undertakes a wide range of activities factoring in multiple, diverse considerations, requiring complex analytics and decision making, interpretative thinking and a solutions-focused approach. <p>Scope</p> <ul style="list-style-type: none"> • Will lead and manage a community of professionals within their discipline • Ability to apply external sector and discipline knowledge, contextualising challenges and changes in the sector, to understand the relative positioning and strength of the BBC’s services/practices. • In-depth knowledge of how own sub-function/sub-divisional area integrates within the function/division, including how processes and resources interact to help achieve functional/divisional targets and objectives <p>Strategic impact/Influence</p> <ul style="list-style-type: none"> • Provides input into functional strategy. <p>Reporting structure</p> <ul style="list-style-type: none"> • Reports into a Senior Leader within their division.

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.

Job title	Head of Discipline, Delivery
Reports to (job title)	Chief Product Officer
Location (base)	Flexible

Additional job specific accountabilities and responsibilities
<p><u>About Product Group</u></p> <p>Product Group’s mission comes straight from the BBC’s four priorities: to deliver content that is loved by all audiences; and to extract more from online, by joining up the whole of the BBC to connect more deeply with our audiences. The group is responsible for the design, development, and delivery of the BBC’s audience-facing digital products, including iPlayer, Sounds, and the BBC News, Sport, Children’s and Education apps and websites. It is working with the content divisions to build a coherent portfolio of world-class products, which reflect the breadth of the BBC to all audiences.</p> <p>Product Group is an agile organisation, where individuals from different disciplines work together in multifunctional teams to build the products and the capabilities which support them.</p> <p><u>Head of Discipline, Delivery</u></p> <p>This role will be part of the leadership team for Product Group and will report to the Chief Product Officer. The role will be responsible for the delivery discipline, including delivery managers, and project and programme managers.</p> <p>Additional accountabilities and responsibilities:</p> <ul style="list-style-type: none"> • Strive for flawless execution of the product strategy through working to unblock teams, maintaining a clear view of risks and issues, and creating predictability in time to market • Provide business case management, governance, and reporting on portfolio investments and returns, ensuring a seamless link with the Head of Portfolio and their group • Lead on for workforce planning across the Product Group, bringing together the inputs from other members of the Product Group Leadership Team to build an overall Group-wide strategy and plan <p>Additional essential knowledge, skills, training, and experience:</p> <p>A deep knowledge of and practical experience of a range of Agile and Lean tools and techniques, with an ability to coach within and outside of their team</p>