

ROLE TITLE	Production Co-ordinator, CBBC Fantasy Adventure Show		
BBC GRADE	5D	DATE MODIFIED	01.03.2017
Division	Nations and Regions		
Department	Childrens		
Location	Glasgow		
LINE MANAGEMENT	Production Manager		
Context	<p>The BBC is the leading Children's broadcaster in the UK, reaching 42.9% of 0-12 year olds each week. We are proud of the award winning content we make across all platforms – television, online, radio, apps, YouTube, social media and more. BBC Children's is committed to offering the best cross-platform and on-demand service for all UK children, providing a trusted environment which is enriching, enabling and relevant to the under 12's. Our content seeks to entertain, inform and empower children, adding real value to their lives.</p> <p>CBBC is the most-loved and most-watched channel of children in its target age group. Almost a third of children (6-12 years) consider it one of their favourites and over a third tune into the CBBC channel each week, with around 1m unique users visiting the website.</p> <p>We are looking for an experienced Production Co-ordinator with knowledge and skills required to facilitate a large scale location based production; experience of Child Performance regulations and licencing procedures is essential; and demonstrable knowledge of complex post production workflows is preferable.</p>		
Key Responsibilities	<p>To work with the Production Manager and other PC to set up filming in</p> <p>As a key team member you should have the ability to collaborate with a diverse range of contributors and colleagues. You'll be able to anticipate potential production issues and find creative solutions as well as simultaneously managing a range of projects with conflicting demands and tight deadlines.</p> <p>You will work to the Production Manager and provide day-to-day support to your production and editorial team. For this role, you will need to have previous experience of working as a Production Co-ordinator, this project will require flexible working hours and potentially working away from base for a number of weeks at a time.</p>		
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Demonstrable experience of co-ordinating within a production team of a location based production. • Experience of delivering a range of/parts of productions on time and on budget and of co-ordinating deliverables for productions. • Knowledge and experience of Child performance regulations and licensing procedures. • Ability to co-ordinate complex post production schedules, pre-empting potential issues and finding solutions. • Good working knowledge of end-to-end multi-platform production with a level of technical awareness. • Able to work on your own without supervision, relying on your initiative. • Excellent organisational and planning skills - able to schedule and prioritise people and activities to meet operational deadlines. • Able to use and advise on production systems and adopt new technologies on productions. • Knows how to identify and source suitable resources and negotiate deals within given parameters. • Demonstrable experience of working productively and collaboratively within a diverse production team. • Experience of influencing and motivating team members to achieve results. • Essential business and finance skills - able to prepare, manage and/or monitor specific production resource plans and budgets. • Well developed written and verbal communication skills. • Recognised formal Health & Safety training (including Risk Assessment). • Sufficient knowledge of BBC policies, procedures and guidelines, including Editorial & Health & Safety Guidelines. • Knowledge of the BBC and the wider industry. • Knowledge of BBC editorial guidelines and responsibilities 		

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	<p>COMPETENCIES</p> <p>Creative and Analytical Thinking Contributes creative ideas and helps translate them into practical plans.</p> <p>Managing Relationships & Collaboration Able to build and maintain effective working relationships with a diverse range of people. Works collaboratively with others to solve problems. Shares ideas, knowledge and information across the BBC with colleagues.</p> <p>Planning and Organising Co-ordinates many tasks simultaneously and maintains a high degree of accuracy and attention to detail. Organises and prioritises own and others' activities effectively in order to meet conflicting demands and deadlines.</p> <p>Decision Making Able to evaluate the best course of action when faced with a problem or number of options. Knows when to refer to a more senior level. Uses initiative and takes responsibility for the consequences of own decisions.</p> <p>Influencing and Persuading Gains co-operation from others by listening and responding to their views, knowing when and where to stand one's ground. Negotiates the best and fair deals within set parameters by using suitable styles of persuasion.</p> <p>Resilience Sustains performance and remains calm and in control when under pressure or in difficult situations. Is self-motivated and enthusiastic and works with the minimum of guidance and supervision.</p> <p>Understanding Diversity - understands and appreciates the uniqueness of self and others. Demonstrates, and is committed to improving and understanding diversity. Able to articulate how individual differences can benefit the BBC.</p>
<p>Values and Behaviours</p>	<ul style="list-style-type: none"> • Original thinking in the work that you do, always seeking to unlock creativity and bring new and unexplored ideas to life • Continually seeking new ways to bring audiences and communities into the heart of your work • Always open to new ideas and will connect with people inside and outside the BBC • Responsibility for your decisions and actions, ensuring you are acting in the interests of the BBC, its values and the values of public service (as appropriate) • A can-do attitude and a determination not to allow the first hurdle to be a barrier to your ideas, work or career <p>A commitment to our own learning and changing how we work to achieve our vision and mission</p>