

<b>Job title</b>	<b>Production Management Assistant</b>		
<b>Job family</b>	<b>Production Management</b>	<b>Band</b>	<b>B</b>

## Job purpose

The Production Management Assistant provides administrative assistance to the production team/s in order to ensure the smooth and efficient running of productions.

## Key responsibilities and accountabilities

- Provides administrative assistance for the production during various stages of the process.
- Assists the Production Coordinator (or equivalent) in the preparation and subsequent communication of production information.
- Responsible for the smooth running of the production office, acting as a key point of contact on the production.
- Ensures compliance with BBC policies and guidelines, in order to minimise the BBC's exposure to risk, escalating any issues promptly.
- Supports the production management team using their production experience, such as working in a studio, working on location and planning/coordinating background action where necessary.
- Responsible for resolving a range of diverse operational issues within the role, escalating to the Production Coordinator or Manager where necessary.
- Responsible for delivering value for money in the role through effective and efficient management of time and resources.
- Assists in the processes of fully and accurately capturing and managing metadata in line with BBC guidelines and policies.
- Collates accurate information required to ensure all deliverables are available in a timely manner, in order to fulfil the commission and that post production documentation is complete and accurate.
- Maintains a safe and healthy working environment at all times, escalating any issues or areas of concern.
- Proactively looks for ways of improving efficiencies within a production environment, promotes diversity and advocates for new ways of working and/or for adopting new production related technologies.
- Supports other internal departments with the implementation of their strategies (e.g. HR, Workplace, Procurement, Finance, etc.)
- Responsible for coordinating the administration of team IT requests and user administration including joiner, movers and leavers activities, along with systems access and record keeping.
- Contributing to, and helping to implement, practical actions to reduce environmental impact throughout production.

**Knowledge, skills, training and experience**

**Essential**

- Demonstrates interest in the BBC and the wider industry.
- Awareness of multi-platform production/content.
- Able to use systems and adopt new technologies.
- 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.
- Experience of working in a pressurised environment.
- Demonstrates strong organisational and planning skills and manages conflicting demands to meet deadlines.
- Ability to use own initiative with confidence, using judgement to escalate where necessary.
- Able to consider and propose new ways of working to improve existing processes.
- Demonstrates business and finance skills – able to understand and work with budgets.

**Desirable**

- Able to influence and motivate others.

**Job impact**

*Decision making*

- Post holders at this level have some freedom to vary the methods of working but the parameters and outputs of the role are clearly established and defined.

*Scope*

- May report to a Production Coordinator (or equivalent) or a Production Manager and are responsible for providing specialist production management support to a production.
- Expected to develop a range of internal contacts from across the BBC.
- External relationships will be limited to liaising with contacts on behalf of the Production Coordinator or Manager.

**Other information**

**For Reward team use only**

Job Code	
Definition:	Content

## **JOB DESCRIPTION**



*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.*