

Job title	Scheduler		
Job family	Programme Scheduling	Proposed Band	D

Job purpose

Responsible for the short and medium term management of a medium schedule on a day-to-day basis with direction from the Head of Planning and Scheduling (or equivalent).

Key responsibilities and accountabilities

- Maintain the detailed current schedule and advise on the mix of programmes needed to fulfil strategic objectives and ensure the audience research is utilised to properly inform and support scheduling changes
- Support the manager on programme delivery, duration and the proposed transmission date
- Anticipate and resolve cross channel scheduling issues. To optimise the flow of information across and between different services to ensure that schedules across all services are complementary and that opportunities to share themes and avoid duplication / clashes are taken
- Compare and assess the schedules, identifying problems such as programme clashes at the earliest stage
- Review the schedules with supplier immediately prior to publication - checking for clashes and other problems
- Ensure that 'as run' (actually transmitted) information supplied is reconciled, so that the historic schedule is always accurate and complete
- Monitor the progress and performance of the current schedules by reviewing and discussing the audience figures with the Audience Research team
- Develop sound editorial judgement by supporting the Head of Planning and Scheduling (or equivalent) in considering the suitability of particular programmes for their provisional transmission slot
- Gather, input and maintain scheduling and cost information and manage versions regarding repeats in the system
- Work with the team manager to help ensure the financial viability of schedules and keep them fully informed of changes to schedules
- Maintain a detailed knowledge of changes in all competitor schedules. To pay particular attention to competing programme launches and major competitive initiatives

Knowledge, skills, training and experience

Essential

- A knowledge and understanding of programme financing and of interpreting transmission and editorial policies and guidelines
- A demonstrable knowledge and passion for BBC content and brand identity

- Understanding of short, medium and longer term tactical scheduling strategies. Detailed knowledge and understanding of key competitors, their schedules and strategies
- Sufficient experience of broadcasting research and analysis to have gained a thorough knowledge and understanding of how audiences consume content
- A thorough understanding of the way in which content is commissioned, financed and produced and the brand identity of the station or channel
- Significant experience of using IT applications and packages to produce and analyse information and data to present in user friendly formats
- Outstanding interpersonal and communication skills - able to relay contentious decisions without impacting on key relationships
- Experience of working effectively in an administrative team, preferably a television scheduling, interactive or marketing environment, with an understanding of the potential impact on transmission schedules of financial, delivery, planning changes
- Excellent multi-project and time management, planning and prioritising skills and the ability to meet fixed deadlines under pressure
- Ability to devise and develop new ideas and stimulate creativity in others
- Confident, considerate personality with strong team working and people management skills
- Ability and experience of contributing towards and implementing departmental strategies
- An understanding of changing audience needs and the evolving broadcasting environment and the implications for scheduling and commissioning
- Ability to identify and analyse key trends and issues, anticipate problems and deliver solutions

Job impact

Decision making

- *Reports to the Head of Planning & Scheduling (or equivalent)*
- *Works without close supervision. Be proactive, make quick, well-judged and informed decisions and take responsibility for the consequences of those decisions*
- *Deputises for the Head of Planning & Scheduling (or equivalent), as appropriate*

Scope

- *There is no budgetary responsibility*
- *There is no supervisory responsibility*
- *Where appropriate, contribute to ad-hoc projects or tasks, as directed*