

**Global Job Title:** Operations Coordinator  
**Job Family:** Motion Gallery  
**Location:** Television Centre, London  
**Reporting to:** Head of Operations and Content  
**Grade:** 3  
Content Manager, BBC Motion Gallery

### **Purpose of the role**

The role is to provide administrative and financial systems support to the Head of Operations and Content and the wider Motion Gallery operations team.

They will liaise with internal various WW departments, including SAP development, SAP support, Finance, CASPAR support and Talent Accounting to resolve issues and provide regular and ad hoc reporting from all available systems.

This role will be a main point of contact to the Getty Images teams and support the partnership with Getty Images by identifying and analysing operational issues and being proactive to ensure that issues are managed and resolved in an efficient and effective manner.

For this role you will be required to change and update new processes to accommodate the new partnership with Getty Images, this will include the improvement of operational systems, specifically, support better management reporting.

### **Accountabilities**

Administers Motion Gallery's local financial processes. Responsible for the maintenance and development of new processes, working closely with UK Finance team. To ensure commercial efficiency and that BBCW financial policy is upheld.

Monitoring monthly and quarterly forecasts of Motion Gallery's financial performance against financial and operational goals. Providing information to the management team to assist in decision making. To ensure commercial efficiency and that BBCW financial policy is upheld.

Responsible for processing all costs through SAP and ensuring processes are strictly adhered to. Providing financial due diligence.

Responsible processing all fulfilment charges, gathering, compiling and validating all data and ensuring funds are processed within agreed timeframe. Providing financial due diligence.

Analyse revenue and work with Head of Operations and Content to identify trends, growth opportunities and monitor performance of sales partner to maximise BBCW income.

Responsible for providing detailed business, sales and operational analysis to other divisions as required.

Data cleanse and upload of monthly Getty Images reports for SAP verification, resolve errors and resubmit as required. Reconcile monthly SAP Rec from finance report. To ensure commercial efficiency and the BBCW financial policy is upheld.

Complete and supply Sequence Licence Agreements, ensuring that the associated fees pass through to Motion Gallery. Providing financial due diligence and maximising revenue for BBCW. Provide operational and administrative support across the business as required.

Project management and undertaking of internal projects as required.

Identification and monitoring of sales processes/SAP issues.

Ownership and best practise management of Motion Gallery Purchase Order creation.

Performing detailed data analysis to identify business performance against KPIs.

Training members of the Motion Gallery team as required.

Developing reporting processes for other parts of the business.

Creating data platforms and financial dashboards, providing associated training.

### **Scope & Impact**

BBCMG needs to carefully manage the relationship with Getty Images and ensure that all sales processing and financial reporting requirements are met. This role will require that you are one of the first contacts for Getty Images with any queries relating to financial reporting,.

### **Strategic Planning & Decision Making**

The changes in processes since the strategic partnership with Getty Images have created issues and workarounds that are not always best practice. The post-holder needs to work with the Operations management Team to identify and resolve these.

The marketplace remains competitive with many long standing archive sales houses seeking to acquire new content rights and monetise them whilst fundamentally driving down price against the core business. The post-holder needs to understand the complexities of the market, recognise which content holders have relevant material and have an appreciation of when & what the right approach might be to prospective rep and programming partners

The fast moving nature of the archive business means that the post holder will have to exhibit excellence in organisational skills, showing a clear understanding of how the sector works and identifying where the real value is for BBCMG

The post holder will need to clearly align their day-to-day work with the Operations Management Team.

### **Relationships**

Close working with and direction from the Head of Motion Gallery and Head of Operations and Content

The post holder will be expected to work alongside the commercial side of the business as well as within the team; additionally, there will be close working with stakeholders from BBCW & Getty Images

Post holder will develop good relationships with internal WW departments, including the SAP development and Finance teams, and will work with them to co-ordinate project efforts.

### **Knowledge & Skills**

Strong written and verbal communication skills

Excellent knowledge of the key drivers across the entirety of the BBCMG sales business.

Organised, calm and able to work under pressure in a fast moving environment remaining motivated.

Experience of working to multiple managers and supporting colleagues across a busy department.

Extensive prioritisation skills. Experience of working to deadlines.

Must be able to work on own initiative.

A flexible approach changing processes and project work.

The ability to prioritise a large workload according to changing business needs.

A self-motivated highly organised team player with excellent people skills.

Ability to communicate effectively and confidently with people at all levels both internally and externally.

A strong ethic of business process improvement and a drive to innovate around operations.

### **Professional Experience**

Thorough knowledge of SAP administration.

Ability to present financial information in an accessible manner and empower colleagues with little financial knowledge to develop their ideas.

Demonstrable skill with Microsoft Word, PowerPoint, Excel and Outlook

Excellent project management, administrative and IT skills and ability to manage multiple data systems.

### **Education**

No specific requirements