

Job title	Producer		
Job family	Content Production	Proposed Band	D

Job purpose

The Producer will lead and inspire a team to develop and deliver content, ensuring that it achieves the highest creative and editorial standards, delivers on time and on budget, with adherence to BBC guidelines.

Key responsibilities and accountabilities

- To produce distinctive content on a variety of platforms.
- To work effectively with other departments, suppliers & partners (internal & external) ensuring the BBC maintains excellent relationships throughout.
- Lead, motivate and support a team, ensuring that the editorial vision is communicated and understood.
- Responsible for signing off completed programmes or material for broadcast
- Responsibility for project management appropriate to the given discipline, such as the construction of a full production schedule and budget in conjunction with Production Management and others.
- To ensure content reflects our diverse audiences.
- Deputising where appropriate for senior team members.
- To keep up to date with emerging industry trends.
- Where relevant, liaise with Rights teams and contract negotiators and ensure copyright and contracts adhere to BBC regulations.
- Develop and manage positive working relationships with staff, contributors and talent and be able to give constructive feedback.
- Contribute to the development and implementation of the department’s strategy and policy.
- Seek improvements in content production to develop further efficiencies in working practices.
- Accountable for the compliance and delivery of content, acting within BBC Editorial, Legal and Health & Safety guidelines.

Knowledge, skills, training and experience

Essential

- A thorough knowledge of BBC editorial guidelines and other compliance policies, or has the desire to glean this knowledge quickly.
- Understanding of the importance of the BBC's values in accuracy and impartiality.
- A passion for and a great understanding of the area in which the role operates.
- Strong track record in the area in which the role operates with a wide ranging knowledge of production processes.
- Proven experience of the latest production techniques and technologies.
- Excellent editorial judgement and knowledge of the target audience, their needs and expectations
- Experience of influencing, negotiating and communicating effectively both internally and with external agencies/partners.
- Ability to establish effective short and long term relationships with a wide range of people, talent, partners and agencies.

- Highly developed planning and organising skills. Ability to manage several areas of work at one time, prioritising, delivering consistently to deadlines and reacting positively to changes and conflicting priorities.
- Sound editorial judgement and a thorough knowledge of editorial and legal guidelines.
- Proven experience of taking ideas from concept to finished product whilst driving forward creativity.
- Able to lead the team to develop creative ideas which engage diverse audiences in a demanding creative environment
- Experience of managing and motivating a team, and actively managing team performance, including talent.
- Able to communicate and contribute to the department strategy as required.
- An up to date knowledge of the BBC's diverse audiences and their needs and expectations and use this to shape creative and engagement output.
- Has the ability to consider a range of problems and uses own judgement to apply effective, time critical solutions.
- Experience and knowledge of managing financial budgets and production schedules.

Job impact

Decision making

The Producer may report to various roles, depending on the area of which they are working in, but can range from a Series Producer & Executive Producer to a Head of department.

Scope

Producers have overall control on every aspect of a production. They bring together and approve the whole production team. Their key responsibility is to create an environment where the talents of the contributors and crew can flourish. Producers are accountable for the success of the finished production and will steer the production from beginning to completion and beyond.

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.

Division	NHU, BBC Studios
Reports to (title)	Series Producer
Location base	Bristol

Organisation structure	<p style="text-align: center;"> Head of NHU * Executive Producer * Series Producer * Researcher </p>
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Additional job specific responsibilities and accountabilities
<p>Main Responsibilities</p> <p>Each producer/director will be highly creative and organised, with excellent storytelling skills, visual flair and the ability to take an innovative, ambitious and imaginative approach to delivering outstanding content. They will have a clear and committed understanding of the constraints of budget and a be a very good team player. You will take responsibility for one or two programmes. The role includes involvement at every stage of the production process including research and pre-production; location and/or studio filming; and post production.</p> <p>Accountabilities8</p> <p>To work effectively to ensure all content is thoroughly researched and meets the BBC's editorial standards.</p> <p>To be involved in shaping the research of your film(s) with your team and setting up filming working closely at all times to the editorial brief of the Series Producer or Executive Producer.</p> <p>Oversee the health and safety of your team's shoot, often in highly specialized areas of filming.</p> <p>To be responsible for the offline and online edits of your programmes, in the available time and within the allotted budget.</p> <p>To write commentary script, direct commentary recordings and supervise post production, attending the dub and programme online as appropriate.</p> <p>Oversee and manage associated digital content.</p> <p>Are you the right candidate?</p>

The ideal candidate should have:

Clear evidence of ambitious natural history filmmaking and the skills, experience and talent to deliver this ambition.

Experience of producing visually stunning behaviour-led, landmark natural history for a mainstream audience.

Evidence of strong directorial skills and ability to identifying key story lines.

Evidence of visual flair and strong and emotionally engaging, character led storytelling.

Ability to work well in teams; managing and sharing information and knowledge with editorial and production management colleagues in their team.

Experience of working closely with an editor on 60 minute programmes.

The ability to react appropriately to client strategy/direction and to deliver to the changing requirements/brief of commissioners.

A track record in the successful management of budgets.

An interest in and experience of new camera technologies as well as post-production techniques.

Able to manage complex and remote shoots and be responsible for safety on location. Understands 'duty of care' with regard to individuals' wellbeing and production Health & Safety issues.

Track record of confident and sound editorial judgements with respect to subject matter, contributors, content, presentation, legal and editorial policy, coupled with appropriate referral to EP's/SP's.

Knowledge of editorial guidelines and awareness of BBC and statutory policies and regulations relevant to programme making, familiarity with the BBC employment practices and policies such as diversity, equal opportunities, and health and safety guidelines.