

<b>Job title</b>	<b>Producer</b>		
<b>Job family</b>	<b>Content Production</b>	<b>Proposed Band</b>	<b>D</b>

**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.

<b>Job impact</b>
<p><b>Decision making</b></p> <p>The Producer may report to various roles, depending on the area of which they are working in, but can range from a Series Producer &amp; Executive Producer to a Head of department.</p> <p><b>Scope</b></p> <p>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.</p>

<b>Other information</b>	
<b>For Reward team use only</b>	
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.

<b>Division</b>	<b>BBC Audio</b>
<b>Reports to (title)</b>	<b>Content Editor</b>
<b>Location base</b>	<b>London</b>

<b>Organisation structure</b>	
<p>The Producer will lead and inspire a team to develop and deliver excellent content for 1Xtra’s target audience. 1Xtra champions the best in new black music, from brand new artists to established names, for a young UK audience. The network provides unmatched support for the UK music scene and new UK music acts. Our presenters and contributors are the voice of the Black British experience. 1Xtra is more than a radio station, producing special content for social accounts, Youtube, BBC iplayer and BBC Sounds, as well as major live music events and community outreach sessions. They will ensure high standards for creativity, technical production and editorial decision making and deliver the content on time, on budget and in line with the BBC guidelines.</p> <p>This role involves leading on creative ideas, communicating about the 1Xtra and individual show strategies and managing presenting talent. As well as high-quality content production skills including live radio studio operation and audio editing.</p>	

<b>Additional job specific responsibilities and accountabilities</b>
<p>Key responsibilities and accountabilities</p> <ul style="list-style-type: none"> <li>• To be responsible for the development, planning and production of content on radio and a variety of digital platforms.</li> <li>• To make sound editorial decisions and offer advice, support and guidance to your production team, and know when to refer up to Senior Staff.</li> <li>• To interpret and deliver on creative briefs set by Senior Staff or Commissioners.</li> <li>• To effectively manage on-air presenting talent and talent relationships</li> <li>• To be responsible for live broadcasts, events and outside broadcasts. This will require technical responsibility for a self-operating studio, operating broadcast equipment and portable recording equipment, an ensuring the sound quality is of a high standard.</li> <li>• To be a creative self-starter with initiative, tenacity and the ability to see how your work fits in with the wider needs of the department.</li> <li>• To use a variety of specialist production skills in a multi-skilled environment.</li> <li>• To ensure all content produced by your whole team is of a first-class standard: thoroughly researched, accurate, and in keeping with audience needs and expectations.</li> <li>• To ensure that output produced by your whole team complies with BBC editorial, legal, technical, design and accessibility standards, and that BBC Health and Safety policy is observed.</li> <li>• To work effectively with other departments, suppliers and partners (internal and</li> </ul>

external), ensuring the BBC maintains excellent relationships throughout.

- To direct and coordinate resources in a busy production environment.
- To nurture and develop members of your production team.

### Knowledge, skills, training and experience

#### Essential

- Experience in creating first class content in a broadcast or content production environment.
- Passion for black music and culture, and knowledge of the music genres played on 1Xtra.
- Experience in directing on-air radio presenters in a live environment.
- Experience in operating a live radio studio and audio editing for broadcast.
- Ability to interpret creative briefs set by Senior Staff or Commissioners and lead a team to deliver them.
- Up-to-date knowledge of the BBC's diverse audiences, and their needs and expectations.
- Ability to generate creative ideas and to develop fresh new approaches that will engage young diverse audiences.
- A strong communicator with the ability to influence decision-making at all levels.
- Effective planning and organising skills: the ability to schedule and prioritise people and activities to meet operational deadlines, and react positively to changes.
- Familiarity with research techniques and experience of writing clear and concise material for briefs, scripts, or billings.
- Ability to use IT proficiently, including a range of software packages.
- Working knowledge of a variety of social media and digital platforms
- Sound editorial judgement and understanding of the importance of the BBC's editorial guidelines, compliance policies, and values regarding accuracy and impartiality.
- Awareness of financial responsibility and budgets.

#### 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 an Editor to a Head of Department.

The job holder will receive an appropriate level of editorial guidance and direction.

##### Scope

Producers have creative and technical control on every aspect of a production. Their key responsibility is to create an environment where the talents of the presenter, contributors and team can flourish. Producers are accountable for the success of the finished production.

