

<b>Job title</b>	<b>Producer</b>		
<b>Job family</b>	<b>Content Production</b>	<b>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.

**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.

<b>Division</b>	<b>Radio &amp; Education</b>
<b>Reports to (title)</b>	<b>Education</b>
<b>Location base</b>	<b>New Broadcasting House</b>

<b>Organisation structure</b>	<p><b>BBC Radio 1 aims to entertain and engage a broad range of young listeners with a distinctive mix of contemporary music and speech; BBC Radio 1Xtra plays the best in contemporary black music, with a strong emphasis on live music and supporting new UK artists. Working closely together the stations look to connect the BBC with the next generation of young audiences and be the leading voice in young UK culture.</b></p> <p><b>The successful candidate will be expected to have an understanding, passion and knowledge of a wide range of the music genres featured on BBC Radio 1 and 1Xtra; and an instinctive understanding and appreciation of modern youth culture and cultural trends.</b></p>
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<b>Additional job specific responsibilities and accountabilities</b>
<ul style="list-style-type: none"> <li>• Take editorial responsibility for the planning and production of content on multiple platforms, in accordance with BBC and external legislation and guidelines.</li> <li>• Take sound editorial decisions and offer advice, support and guidance to production teams and know when to refer up</li> <li>• Contribute and pitch ideas for programmes, packages, contributors, online content, events and interactivity.</li> <li>• Identify contributors, assess their suitability to support and illustrate programme ideas and secure their participation.</li> <li>• Produce music or speech content both for live and pre-recorded programmes and events and on multiple platforms.</li> <li>• Interpret and implement creative briefs from senior staff or commissioners and to work within the resources allocated.</li> <li>• Studio produce. Produce and deliver live broadcasts, events and outside broadcasts, collaborating with others to share ideas and knowledge.</li> <li>• Operate broadcast equipment, portable recording equipment, self-operating studio equipment and digital editing and interactive systems. This includes ensuring that the sound quality broadcast is of a high standard.</li> </ul>

- Visit locations for proposed recordings or live transmissions and ensure the suitability and safety of the venue in consultation with relevant experts.
- Develop new content and ways of encouraging existing and potential audiences to engage with that content. Forward plan material for future programmes.
- Ensure all content accurately reflects the diversity of our society in line with diversity and portrayal guidelines.
- Ensure editorial and legal compliance (for example data protection requirements) at all appropriate stages of the production and post-production process including the clearance of rights and permissions.
- Carry out the responsibilities of the producer role as outlined in Radio’s Health and Safety policy and guidelines

NB: This job reports to an Editor as there are no Executive Producers in Radio.

<b>Approval</b>	
<b>Manager</b>	Editor, Radio 1, IExtra & Asian Network
<b>HR Business Partner</b>	
<b>Date</b>	<b>January 2019</b>