JOB DESCRIPTION

B B C

Job title	Senior Scheduling Coordinator		
Job family	Programme Scheduling	Band	C

Job purpose

Responsible for data integrity in the scheduling and planning systems, ensuring communication and sharing of information across the wider team.

Key responsibilities and accountabilities

- Create and maintain all titles in the system (commissions and TBA programmes) and ensure that all details are correct and up to date (eg. delivery, budget, supplier, quota management, funding, hours, funding type, airing order, titles)
- Work collaboratively across outputs, online and genre teams to ensure pan TV consistency in processes, reporting and systems
- Help maintain 'off schedule' plans, providing support to production teams delivering content
- Make recommendations to scheduling content in collaboration with Schedule Managers and/or Coordinators (or equivalent), taking into account compliance and suitability for our audience
- Assist, where necessary, in slate remixing
- To be the authority regarding certain detailed scheduling attributes (unique identifiers, standby programmes and transmission titles) in the context of the schedule handover and post-handover processes
- Ensure that 'as run' (actually transmitted) information is reconciled so that the historic schedule is always accurate and complete
- Ensure programme delivery dates are in line with output and service needs and are realistic. To be aware of any likely implications of delivery date changes, and ensure that these are agreed only where necessary, and communicated to all relevant parties
- Investigate and agree appropriate content by considering scheduling, clearance and cost issues
- Maintain accurate cost and rights data. Provide support with the selection of appropriate repeats and versions
- Support Finance and Planning by investigating and confirming costs of programme acquisitions and repeats and assist with month end balancing (reports and balancing notes) as required
- Act as key liaison with internal stakeholders including Commissioning, Production, Playout and the Delivery team, co-ordinating financial delivery of programmes, including adjusting or prompting the adjustment of delivery dates as appropriate

Knowledge, skills, training and experience

Essential

- Passion and enthusiasm for the department's programming and content commissioning
- A thorough understanding of the role of the department, its objectives and relationships with other Divisions and with key external stakeholders in the independent sector
- Significant experience in an administrative capacity, ideally gained in a broadcast/media

- environment of comparable size and complexity
- Good working knowledge of the commissioning, planning and scheduling processes
- Excellent IT Skills, capable of working with spread sheets and databases, and familiarity with the standard BBC Desktop software
- Outstanding communication and interpersonal skills sufficient to establish and sustain credibility with senior management and colleagues across all areas of the BBC
- Strong written communication skills
- A flexible and collaborative approach
- Highly methodical and organised approach to own workload. Maintains awareness of key dates/deadlines such as programme delivery and alerts others proactively to key issues
- Forensic eye for detail, able to manage large volumes of information and data, demonstrating an understanding of the importance of data quality and accuracy
- A proactive approach to problem solving and a desire to improve processes to achieve best practice
- Sound financial competency with a good understanding of Channel and Genre finances

Job impact

Decision making
- *Reports to the Scheduling Manager (or equivalent)*
- *Contribute to achieving the team's goals regarding ensuring cross output consistency and data quality as directed*
- *To be the key authority for certain detailed information exchange with external suppliers*
- *Deputise for the Scheduling Manager as required and provide support to the Head of Planning and Scheduling (or equivalent)*

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

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.