

## Project Manager

Be part of an expanding content team on the cutting edge of digital advertising, at the heart of BBC Global News limited. BBC StoryWorks produces innovative, world-class, bespoke content marketing service for BBC advertisers (external clients) via the Worldwide Advertising Sales team in APAC (its internal client).

### JOB DESCRIPTION

The primary purpose of the role as project manager and digital producer will be to own and deliver multi-format content campaigns across BBC.com and BBC World News, and to support your line manager, the Senior Project manager in APAC, to ensure that all deals are project managed optimally.

This includes managing one or multiple cross-functional teams, 3<sup>rd</sup> party companies and cross-programme dependencies.

### ROLE AND RESPONSIBILITIES

- Planning, coordinating and owning the production process across multiplatform solutions, including: video, advertisement features and digital technologies with stakeholder support.
- A commitment to cost management and budget optimization of your projects.
- Smooth, regular and transparent co-ordination between the internal BBC stakeholders, clients and external suppliers.
- Actively building & sustaining key stakeholder relationships, taking ownership of project delivery and assessing business satisfaction with delivered results.
- Provide weekly progress reports on projects/campaigns to internal and clients.
- Able to identify possible risks & issues and take action to mitigate any threats to success to your line manager and the Director, BBC StoryWorks APAC
- Support the Senior Project Manager to executing the process and best practice systems in the APAC team.
- Transparency – allowing sales team members, colleagues or managers to quickly see how the deal is progressing at any point
- Risk mitigation – complying with agreed processes to ensure failsafe quality, compliance and cost tracking
- Professionalism – helping to create an understanding across the content team and BBC Worldwide Advertising of the importance of strong project management to deal renewals and commercial success

### THE IDEAL CANDIDATE

The ideal candidate will be:

- Organised and have great attention to detail, love maximizing efficiencies and using work flow management systems.
- A 'can do' person, somebody who sees challenges instead of problems
- Able to thrive under pressure and be comfortable juggling multiple projects
- A very clear and confident communicator, able to be forthright and maintain your objective focus with delivery and quality your top priority

- Able to wield a strong creative eye and have a passion for digital content and formats

The ideal candidate will have:

- An extensive knowledge of and a love for BBC products
- Extensive experience project managing media campaigns alongside digital multimedia formats such digital campaigns involving digital builds and CMS systems for 2 to 3 years.
- Familiar with the project management tool such as ASANA or Omni Plan.
- Some photoshop skills, HTML and web traffic analytics understanding is desirable.

Performance metrics:

1. International Content-led Ad Sales Revenues
2. Budget Performance – targeting accuracy in forecasting, tracking and delivery
3. Delivery Performance – targeting a zero error rate for on-time delivery and transmission