

Appendix – Senior Executive Producer for The One Show, Factual Entertainment & Events

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	Factual Entertainment & Events
Reports to (title)	MD
Location base	Television Centre, London, W12

Organisation structure	
Hannah Wyatt – MD Factual Entertainment and Events	
Tammy Hoyle – Creative Director for Development	
TBC – Senior Executive Producer for The One Show	

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> • To take a lead role in driving forward new projects and new ways of working, collaborating with other departments and encouraging the highest possible creative standards whilst building on the success of the existing output. • To ensure that the vision for the show is communicated and understood and that the editorial specification is realised. • Extensive experience of making content, with a clear editorial vision, specifically an understanding of delivering appropriate content to UK audiences. • Lead the commissioning and Exec'ing of content ensuring it fits with the desired tone for the brand and the channel. • Experience of and an ability to, understand and utilise analytics and audience consumption data to assist in the development of forward-thinking content to engage with diverse audience needs. • To be responsible for the Business Plan and ensure that programmes deliver on time and budget. This includes setting and agreeing realistic budgets, monitoring progress, developing a strategy for on and off-air Talent; anticipating problems and taking appropriate action. • Bring experience leading both editorial and production management teams. • Financial responsibility, strong planning skills and ability to manage projects and budgets to deadline will be expected. • Effective planning and organising skills with the ability to concentrate on several areas of work at one time as well as reacting positively to changes and conflicting priorities. • To understand and communicate the needs and views of audiences and Commissioners to the team; to enthuse and encourage them in the production and ideas process. • Proven ability to influence decision-making at all levels and experience managing commercial and contractual relationships with third party suppliers and partners. • Able to demonstrate strong editorial judgement in a fast moving environment. • Able to create a clear editorial vision for the lifecycle of content across all platforms and contribute towards the genre strategic aims. • Ensure that the team operates within the BBC Studios Editorial Guidelines.

Approval	
Manager	Hannah Wyatt
HR Business Partner	Sarah Coldwell
Date	TBC