

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

<b>Job purpose</b>
The Senior Content Producer will lead and inspire a team to develop and deliver multiplatform content, ensuring that it achieves the highest creative and editorial standards, delivers on time and on budget, with adherence to BBC guidelines.

<b>Division</b>	BBC Wales
<b>Reports to (title)</b>	Senior Head of Content Production (Editor, Radio Wales)
<b>Location base</b>	Cardiff

<b>Organisation structure</b>	Radio Wales
<p>BBC Radio Wales is the national English language radio station for Wales. We produce 140 hours of output a week, from production bases across Wales, with a broad range of content - including News, Politics, Sport, Entertainment, Comedy and Music. We are proud of our high quality and multi-award winning religious and ethical affairs output. In addition to serving audiences in Wales, through programmes such as Celebration and All Things Considered, our production team also deliver content for BBC Radio 4, including regular editions of Thought for the Day, Sunday Worship and Daily Service.</p> <p>This is an exciting time for BBC Radio Wales, with our impending move to our new home at Central Square</p> <p>We're looking for a Senior Content Producer to lead our religious and ethical affairs output. This is a rare and exciting opportunity to lead high quality and crafted specialist output. In addition to the leadership of the genre team, the Senior Producer will also play a wider role as part of the management team of BBC Radio Wales.</p>	

<b>Additional job specific responsibilities and accountabilities</b>
<p>Editorial leadership - leading and advising teams on a variety of different content, with a focus on Welsh life and affairs -</p> <p>Strong theology, theological texts, knowledge of the major world faiths and the skills to combined with the creative flair to approach ideas in ways which will surprise, engage, inform and entertain the listener</p> <p>Lively interests in the moral and ethical dimension to current affairs and how it can be effectively and distinctively reflected in religious programmes.</p> <p>Have experience of producing Outside Broadcasts and live worship programmes and a demonstrable knowledge of sacred music and Christian worship.</p>

The ability to respond to moving news stories calmly within worship programmes, by demonstrating a depth of theological knowledge and application of appropriate theological teaching

Leading and delivering the BBC Radio Wales station strategy, including using RAJAR audience data.

You'll be able to manage, develop and nurture presenters.

You'll have the ability to manage projects, including outside broadcasts and events.

### Key responsibilities and accountabilities

- To produce and originate distinctive multiplatform content.
- 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 from planning through to delivery
- Responsibility for project management appropriate to the given discipline
- 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, and contributing towards the team strategy
- 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.
- May present programmes on radio, TV or other media. Presenting duties will be additional to your normal role and will never be as much as 80% of your role.
- Accountable for the compliance and content delivery of output, acting within BBC Editorial, Legal, Child Protection, and Health & Safety guidelines.
- Accountable for approving Health and Safety, as well as insurance documentation when working with Indies and In-house productions.

### 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.
- Significant experience in producing and delivering multiplatform productions.

- 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 Senior Content 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**

Senior Content 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.*

