

Job title	Executive Producer		
Job family	Content Production	Proposed band	F

Job purpose

The Executive Producer provides effective leadership to the team and is responsible for setting the strategic & creative vision from conception through to final delivery and compliance.

An Executive Producer at this level will be an established Executive Producer and will work on productions, often with large budgets and significant reputational value. The post holder will provide editorial flair, innovation and strong, visible leadership to everyone working on their show(s) and play a leadership role as part of the wider department.

Key responsibilities and accountabilities

- To be editorially, financially and managerially responsible for a range of productions and output.
- Innovating & evolving strategy for the department, anticipating audience needs & maintaining relevance on all existing and future platforms.
- Ensure all programmes/content are delivered on time and within budget, encouraging the highest possible creative standards throughout.
- Financial acumen and a strong sense of driving best value for the licence fee. Able to manage budgets, control costs and maximise value across all expenditure.
- A commitment to creating both diverse content and teams to reflect our audiences and ensuring best practice.
- Drive the development of productions and pitch and win new business, playing a key role in the Commissioning process, where required.
- To take a lead role in driving forward new projects and new ways of working, collaborating with other departments. To provide clear direction, editorial insight and quality control for both ongoing and newly commissioned projects.
- Playing a key ambassadorial role in ensuring the BBC has effective relationships with internal and external stakeholders.
- Maintaining a thorough knowledge of industry trends, innovations and creating effective networks.

Knowledge, skills, training and experience

Essential

- Ensure compliance with the BBC editorial guidelines and has a thorough knowledge of all BBC's legal, contractual agreements and regulations as they apply to programme making, broadcasting and digital media.
- Proven track record of editorial vision and delivery and experience of working on high budget, high profile productions

- Demonstrable passion for creating content to the appropriate audience, and knowledge of those subjects which inform, educate & entertain the audience.
- Strong track record of delivering high quality content with a passion for media and an understanding of audience trends
- Able to create a clear editorial vision for the lifecycle of content across all platforms.
- Strong experience of developing and maintaining effective working relationships with internal and external partners, including, ideally, co-production partners or similar.
- Effective planning and organising skills. Ability to concentrate on several areas of work at one time, prioritising, delivering consistently to deadlines and reacting positively to changes and conflicting priorities.
- Ensuring teams works to deadlines and supported sufficiently to deliver their best work for the BBC.
- Able to demonstrate strong editorial judgment in a fast moving environment
- Proven ability to develop innovative content, be open to new ideas and motivate colleagues to take creative risks, within the parameters of the BBC Guidelines.
- Demonstrable high level of creativity - able to bring fresh new approach and bring out creative ideas in others.
- Evidence of strong leadership and effective team management, ensuring staff members receive development and manage performance.
- Contribute to the overall strategic management of the department/genre
- Evidence of a commitment to creating both diverse content and staff base to reflect our audiences.
- Has the ability to consider a range of problems and uses own judgment to apply effective, time critical solutions.
- Financial acumen and a strong sense of driving best value for the licence fee. Able to manage budgets, control costs and maximise value across all expenditure.

Job impact

Executive Producer will lead, manage and develop a significant part of the output and contribute to the overall strategic management of the general productions within their field of responsibility.

They will exercise considerable discretion within broad limits of editorial reference and manage diverse production team(s) and project manage programmes through from original ideas to delivery including devising, preparing, and producing programme output.

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.

Division	
Reports to (title)	
Location base	

Organisation structure	

Additional job specific responsibilities and accountabilities

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	