

Job title	Business Coordinator		
Job family	Business Management & Administration	Proposed Band	C

Job purpose
To provide a wide range of business support services to the Business Unit (BU) to enable it to achieve business plan objectives..

Key responsibilities and accountabilities
<p><i>The role of business co-ordinator will encompass some or all of the below ‘Key Responsibilities and Accountabilities’, actual scope will be dependent on which business unit (BU) the role operates within, appendix will provide BU/Team specific Responsibilities and Accountabilities if in addition to the below:</i></p> <ul style="list-style-type: none"> • Support projects/working groups by providing general administration services, basic analytics reports and tracking outputs. • Support the implementation of strategic priorities and policies by providing and collating information as required. • Co-ordinate BU business calendar activities to help monitor delivery and outputs. • Help cascade information across BU to ensure effective communication flow. • Provide general policy guidance and advice to support policy compliance working with divisional specialists (e.g. IT, Business Continuity, H&S etc.) as required. • Work closely with BU business support functions across the BBC ensuring that all processes are followed. • Work effectively with key BU stakeholders ensuring business support services are delivered efficiently. • Provides the management team (s) with business support service including diary support, travel logistics, co-ordination of meetings etc. • Support the monitoring of the BU financial performance against budget, working with finance specialist and the management team to track or report outputs. • Supporting the monitoring of the BU allocated budget(s), through providing basic analytics reports and tracking outputs. • Responsible for co-ordinating team IT requests, user administration, systems access and record keeping. Working with the lead asset manager to ensure those who are joining, moving or leaving the department are equipped appropriately with the right IT.

Knowledge, skills, training and experience
<p>Essential</p> <ul style="list-style-type: none"> • Experience of providing administration support in at least one organisation. • Organised with ability to prioritise own workload effectively, to co-ordinate activities and conflicting demands to ensure that tight deadlines are met. • Good communication skills both orally and in writing, and (with guidance) the ability to target content for the audience. • Proven ability to work with range of individuals in a constructive and collaborative manner. • Basic analytical skills, with experience of providing MI data reports. • Strong computer literate skills, with strong experience of office software packages (i.e. Word, Excel and PowerPoint). • Ability to work with limited supervision, using own initiative to resolve most problems. • High attention to detail and practical experience of gathering, analysing, collating complex and confidential information

Desirable

- Media sector experience.
- Relevant business management and/or project management qualification

Job impact

Decision making

- Manages own time to achieve specified short term targets.
- Operates within a 9 – 12 month planning timescale.
- Managerial guidance and support will be available.

Scope

- Financial. n/a
- Employees n/a
- Other. Role/team dependent

Other information

For Reward team use only

Job Code	
Definition:	Support

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	BBC Studios
Reports to (title)	Head of Production
Location base	London

Organisation structure	<p>BBC Studios is the main TV production arm of the BBC. It is a major supplier of high quality content and the source of many of the BBC’s most creative and inspiring programmes as well as now producing exciting programmes for other Broadcasters. The ambition of BBC Studios is to be the most creative production company in the world.</p> <p>BBC London Factual is the home of the following thriving genres: Science, Documentaries and The One Show. An opportunity has arisen for a Business Coordinator within our Documentaries Unit. The role will focus on providing business and financial support to the Creative Director and Head of Production in collaboration with the Business Partner and finance team.</p>
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Additional job specific responsibilities and accountabilities
<p>Working within a team, you will be responsible for providing business, financial, organisational and administrative support to the Creative Director and Head of Production. Liaising with the production teams, you will coordinate and produce business information across the productions ensuring these are within guidelines and the agreed deadlines.</p> <p>ESSENTIAL: Experience of analysing and presenting accurate information in different formats. Strong numerical skills with exceptional attention to detail. A good communicator with the confidence to challenge existing processes in order to simplify ways of working. Very strong team-working skills. Can demonstrate proven analytical skills. Ability to remain calm, focused and accurate under pressure. Can demonstrate resilience and flexibility in their approach to work. Excellent working knowledge of Microsoft Excel, Powerpoint and Word. Experience of SAP desirable but not essential</p>

Approval	
Manager	Danny Yasruddin

JOB DESCRIPTION



HR Business Partner	Jenny Luke
Date	13/08/18