

ROLE TITLE	Production Co-ordinator, Mrs Brown's Boys		
BBC GRADE	5D	DATE MODIFIED	02.03.2017
CONTRACT	Months	START DATE	
REPORTS TO	Production Manager		
DIVISION	BBC Studios		
TEAM	Comedy		
LOCATION	Pacific Quay, Glasgow		
PURPOSE OF ROLE	<p>BBC Studios is the main TV production arm of the BBC. It is a major supplier of high quality public service content and the source of many of the BBC's most creative and inspiring programmes. BBC Studios recently launched as a new division of the Public Service. Subject to approval, next year it will take a second step to become a more competitive wholly-owned subsidiary of the BBC. The ambition of BBC Studios is to be the most creative production company in the world.</p> <p>We are looking for experience Co-ord to work across two projects. The multi-award-winning comedy sensation Mrs Brown's Boys returns with two brand new and very naughty Specials for Christmas 2017. Agnes and co. are back, and they're bringing the Christmas spirit in a way that only they can to the fans who voted it The Radio Times' best sitcom of the 21st century. It's going to be a festive Mrs Brown treat with all the trimmings - Christmas tree and all.</p> <p>And 5 x 30min eps of a new series <i>The Course</i>, based on a play written by Brendan O'Carroll about a group of no-hopers who have signed up for a <i>Positive Mental Attitude Course</i>. [This will be a combination of Location Filming in and around Glasgow and Studio Recordings in Studio 'A' BBC Glasgow]</p> <p>To work with the Production Manager and other PC to set up filming. You will have proven experience of providing logistical and co-ordination support to the team, ensuring delivery on time and within budget.</p> <p>You'll be able to anticipate potential production issues and find creative solutions as well as simultaneously managing a range of projects with conflicting demands and tight deadlines.</p> <p>You will work to the Production Manager and provide day-to-day support to your production, cast and editorial team. For this role, you will need to have previous experience of working as a Production Co-ordinator</p>		



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SCOPE OF ROLE – KEY ACCOUNTABILITIES	<ul style="list-style-type: none"> • Demonstrable experience of co-ordinating within a production team • To professionally co-ordinate production(s) using specialist production management skills, knowledge and experience • Experience of delivering a range of/parts of productions on time and on budget. • Good working knowledge of end-to-end multi-platform production with a level of technical awareness. • To contribute to and maintain a creative and collaborative culture. • Experience of working in studio and on location. • Able to work on your own without supervision, relying on your initiative. • Excellent organisational and planning skills - able to schedule and prioritise people and activities to meet operational deadlines. • Able to use and advise on production systems and adopt new technologies on productions. • Knows how to identify and source suitable resources and negotiate deals within given parameters. • Demonstrable experience of working productively and collaboratively within a diverse production team • Essential business and finance skills - able to monitor specific production resource plans and budgets. • Well developed written and verbal communication skills. • Recognised formal Health & Safety training (including Risk Assessment). • Sufficient knowledge of BBC policies, procedures and guidelines, including Editorial & Health & Safety Guidelines. • Knowledge of the BBC and the wider industry. • Knowledge of BBC editorial guidelines and responsibilities • To build and maintain relationships with external stakeholders where appropriate or necessary for the successful execution of the programme and its parts 		



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SKILLS, EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none"> • Proven track record of working as a Production Co-ordinator and able to manage workload accordingly • You should have experience working on scripted drama/comedy productions and be prepared to work flexibly • You would be responsible for the booking of travel/accommodation and hire of vehicles for the production and be well versed in inputting all charges into the production running costs spreadsheet. • High level of technical knowledge and ability to advise on workflow systems. • Experience of delivering a range of/parts of productions on time and on budget • Able to contribute to the scheduling and budgeting of the production in line with divisional requirements and relevant BBC frameworks, guidelines and policies. • Able to use specialist skills for certain types of output where required. • An interest in the current output of the department. • Essential business and finance skills - able manage and/or monitor specific production resource plans and budgets. • Able to assess the financial viability of content ideas that may arise during production, identifying and mitigating any risks, and escalating issues if necessary • Familiar with BBC finance tools including My Business, SAP, BPC Strategy and continuous improvement • Responsible for understanding and championing the rationale for new ways of working and/or for adopting new production related technology. • Volunteering regular feedback on the goods and services provided, particularly from external suppliers. 		



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Competencies	<p>Editorial Judgement - Demonstrates balanced and objective judgement based on a thorough understanding of editorial guidelines, target audience, programme and department objectives. Makes the right editorial decisions, taking account of conflicting views where necessary.</p> <p>Creative Thinking/Imagination - Is able to transform creative ideas/impulses into reality. Can look at existing situations and problems in novel ways and come up with creative solutions.</p> <p>Analytical skills - Strong analytical skills with the ability to sift and select relevant information, providing timely and constructive feedback.</p> <p>Resilience - Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment and motivation.</p> <p>Managing Relationships - Able to build and maintain effective working relationships with a range of people. Has an ability to establish rapport quickly and effectively with colleagues and programme contributors. Is aware of, and shows understanding and respect for, other people's needs and actions. Proactively offers constructive feedback to others. Has the wellbeing and contributions of the children at the top of their list.</p> <p>Planning and Organising - Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resource requirements.</p> <p>Influencing and Persuading - Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.</p> <p>Communication - The ability to get one's message clearly understood by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information. Translates messages and puts them across appropriately for different audiences. Makes communication timely and regular. Checks for understanding. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.</p> <p>(A 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)</p>		

