

Job title	Production Coordinator		
Job family	Production Management	Proposed band	B

Job purpose

The Production Coordinator provides logistical and coordination support to the production team on one or more productions and/or a portfolio of content.

- Key responsibilities and accountabilities**
- Contributes to the scheduling and smooth running of the production/content in line with divisional requirements and relevant BBC frameworks, guidelines and policies.
 - Responsible for supporting the Production Manager (or equivalent) in identifying and sourcing appropriate resource and location requirements for the production at the earliest possible stage.
 - Ensures compliance with BBC policies, guidelines, legislative and regulatory requirements, in order to minimise the BBC’s exposure to risk. Escalates unresolved issues promptly.
 - Ensures that any rights issues are and recorded, escalating any issues at the earliest stage.
 - Accountable for resolving any operational and financial issues commensurate with the role.
 - Ensures effective and efficient management of resources.
 - Applies specialist skills to productions, eg live gallery skills and script supervision, where appropriate.
 - Monitors spend against budget, contributes to budget management and budget setting processes.
 - Adhere to the processes for fully and accurately capturing and managing metadata in line with BBC guidelines and policies, and ensuring Archives have the necessary information to manage media assets.
 - Maintains a safe and healthy working environment at all times, escalating any issues or areas of concern.
 - Proactively looks for ways of improving efficiencies within a production environment, promotes diversity and champions the rationale for new ways of working and/or for adopting new production related technologies.
 - Supports other internal departments with the implementation of their strategies (e.g. HR, Workplace, Procurement, Finance, etc)
 - Responsible for liaising and supporting the Production Manager and Asset Management teams about asset requirements and joiner, mover and leaver activities both in the office and on location.
 - Providing administrative support to the production teams, as and when required, depending on team structures.
 - Contributing to, and helping to implement, practical actions to reduce environmental impact

throughout production

Knowledge, skills, training and experience

Essential

- Demonstrates interest in the BBC and the wider industry.
- Demonstrable experience of carrying out a coordinating role within a production team.
- Experience of delivering a range of/elements of productions on time and on budget and coordinating deliverables for productions.
- Good working knowledge of end-to-end multi-platform production with a level of technical awareness.
- Where required, has the ability to use specialist skills for certain types of output (e.g. live gallery skills, script supervision).
- Able to use and advise on production systems and can adopt new technologies.
- Interpersonal and communication skills sufficient to establish and maintain effective relations with a wide range of contacts.
- Demonstrates strong organisational and planning skills and manages conflicting demands to meet deadlines.
- Ability to use own initiative with confidence, using judgment to escalate where necessary.
- Able to consider and propose new ways of working to improve existing processes
- Experience of influencing and motivating others to achieve results.
- Essential business and finance skills - able to prepare, manage and/or monitor specific production resource plans and budgets.

Job impact

Decision making

- Post holders at this level have delegated decision-making authority (from the Production Manager or equivalent) regarding the smooth day-to-day running of their production, working within BBC guidelines and frameworks.

Scope

- Post holders at this level report to a Production Manager (or equivalent) and are responsible for the coordination of a production.
- They are expected to build and maintain a wide range of internal contacts from across the BBC.
- Typical external relationships will be with resource providers, contributors, artists and their agents, freelancers and public officials (e.g. local authorities).

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	World Service
Reports to (title)	Production Manager – Americas Hub
Location base	W1

Organisation structure	
<p>BBC World Service Group includes BBC World Service (<u>including multi-platform content in 41 languages</u>), BBC World News television, bbc.com/news (the BBC’s international-facing online news site), BBC Monitoring and BBC Media Action.</p> <p>World Service Languages is part of World Service Group. It groups 42 Language Services and provides multiplatform content for audiences around the world. Staff are based in the UK and in BBC offices overseas. Audiences access our output on TV, radio, online, mobile. They also access content through partners and social media. The Americas Hub sits within WS Languages and includes BBC Mundo and BBC Brasil.</p>	

Additional job specific responsibilities and accountabilities

As a Production Coordinator for the Americas Hub, you'll provide production support to the teams of BBC Mundo and BBC Brasil. With their main headquarters in London, both Services work closely and collaboratively with their overseas bureaux (Miami, Sao Paulo) to deliver the best service for BBC audiences in Spanish and Portuguese.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. To assist the Production Manager and editors in the rotas daily upkeep, to manage sick leave, annual leave, training and development requirements, and duty trips and other absence, ensuring necessary approvals are obtained and timesheets and other records are accurate and retained. To make monthly returns to HR detailing sickness absence and to answer and resolve queries relating to same.
2. To accurately record and process overtime, casual and contributors payments and complimentary leave. To provide a monthly summary of expenditure in the Service. To answer and resolve queries relating to same.
3. To be responsible for coordinating the induction of new members of staff, liaising with Recruitment and Human Resources. To coordinate their right to work checks and ID requests, setting up accounts and the necessary access and rights for work experience volunteers and casual workers.
4. To organise duty trips, booking transport and accommodation for staff/guests in accordance

with the regulations and to assist visiting BBC staff with accommodation and travel bookings.

- 5. To book training courses as requested by Editors, complete the appropriate paperwork and maintain attendance records.
- 6. To be responsible for and coordinate the newspaper/magazine subscriptions for the Americas Hub and to ensure that the Service’s portable recording equipment is kept locked and to keep accurate records of borrowing.
- 7. To provide regular support to the Production Manager and Service Editors on all administrative matters regarding the Americas Hub, being the main point of contact.

REQUIRED KNOWLEDGE AND EXPERIENCE

- 8. Demonstrable organisational and time management skills.
- 9. Administrative experience, particularly in an environment where tasks must be prioritised. Good telephone manner.
- 10. Good typing and computer skills, including good knowledge of Word, Excel, along with diary/email and Internet systems.
- 11. Numeracy, accuracy and reliability in keeping records and files.
- 12. Fluent written and spoken English. Fluency in Spanish and/or Portuguese would be an advantage.

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	