

Job title	Operations Executive		
Job family	Technical Production	Proposed band	E

Job purpose
As a member of the management team in Operations, work with editorial teams, technology suppliers and in partnership with Operations Management to set and deliver strategic and business objectives for OBs and relevant bases; manage significant risks at some of the highest profile and reputationally significant events the BBC undertakes

Key responsibilities and accountabilities
<ul style="list-style-type: none"> • Ensure compliance with legislation, BBC Policies and Health and Safety regulations across OBs and the relevant bases in order to promote a safe working environment • Ensure that teams working in disparate and sometimes difficult circumstances are motivated and can play a full part in BBC life • Provide leadership for 60+ staff across a number of teams • Maintain and develop close, collaborative working relationships within Radio and with other trading partners to balance creative aspirations with financial and resource constraints, including providing cost-effective budgets, monitoring spend, identifying investment potential and risks • Work to divisional and departmental objectives, to formulate viable and strategic plans for the business • Identify and manage the negotiation and delivery of best value contracts with internal/ external suppliers • Build and maintain relationships with recognized trade unions to ensure a collaborative and constructive industrial relations climate • Ensure timely provision of accurate expenditure forecasts and progress reports, establish and set cost/forecast priorities to enable cost/schedule risks to be identified and managed effectively • Maintain effective financial control for a cost budget in excess of £3.5M and income in excess of this figure • Challenge actual and potential risks to drive efficiencies, including authorising spend within financial authority limits and ensuring that the team understand the delegated limits and work within them • Lead and manage the performance of operational managers, conducting performance development reviews, recommend training and play a key and influential role in their career development to create a common sense of purpose, motivate the team and ensure that staff are deployed in a way that maximises their effectiveness. • Keep abreast of industry developments and new technology. Share knowledge and experiences with colleagues, and be proactive and seek out, recommend and adopt more effective techniques, ways of working and best practice to drive efficiencies and deliver value for money. • In conjunction with Head of Business & Operations and other managers, contribute to the creation and development of the Operations training strategy and roll-out of the training plan for staff to ensure the continuous improvement of skills, knowledge and experience in order to remain competitive

Knowledge, skills, training and experience

Essential

- Relevant vocational experience.
- Proven experience of developing, leading and managing the performance of teams
- Excellent knowledge of the legislation, regulatory and health and safety framework within which OBs and the bases have to work
- Excellent organisational and planning skills
- Extensive experience of using business systems
- Experience of working with trade unions collaboratively in the delivery of departmental objectives
- Financial skills and proven ability to manage budgets and scheduling resources
- Experience of working collaboratively with stakeholders
- A thorough knowledge of the Radio industry with particular emphasis on technology changes

Desirable

- Broadcast engineering training and expertise
- Knowledge of the BBC’s Health & Safety approach and requirements

Job impact

Decision making

Scope

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

This adds specific detail to the role required in BBC Sport

Division	BBC Sport, Content
Reports to (title)	Head of Operations
Location base	Salford (& remote working)

Organisation structure	
Reports to Head of Operations	

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> • To be accountable for the efficient and effective delivery of the artistic and technical standards of the sound and communications of BBC Sport productions, working in collaboration with other colleagues in the Sport Technical team and the relevant production and editorial leads. • To plan & deliver the core technical elements of the BBC Sport Major Event portfolio (inc. Summer and Winter Olympics, Commonwealth Games, World Cup, European championships etc) • To maintain a strategic overview of all Sport sound & communications systems in Salford and on OB's, to work on the advanced planning of major events, and also to operate in a day-to-day operational role as required. • To be a point of internal reference assisting production teams across all Sport platforms in the effective management and technical planning of productions across the full range of output. • To be an external reference for sound and communications, working with teams from suppliers and delivery partners to manage the overall technical and operational requirements of the program to BBC Sports technical standards. • Through working with colleagues in the Sport commercial team, ensure accurate requirements for projects are tendered, thorough evaluations undertaken, and appropriate resources contracted through suppliers to ensure best value for BBC Sport. • Ensure that all suppliers are compliant in their delivery as per contract (tracking delivery against KPIs etc) and in terms of BBC policies incl Health & Safety. • Forecast and liaise with suppliers to ensure Sport obtains the required facilities especially during peak production periods in the market. • To manage budgets and be accountable for delivering a cost effective service, and being able to demonstrate this. <p>Production</p> <ul style="list-style-type: none"> • Highly proactive in working with Production and Editorial Heads to ensure the technology delivers to the wider on-going Sport production strategy and provides outstanding value. • To work with Heads of Production and Production Managers to ensure they get first class support and full understanding of the contracts and supplier delivery on all technical elements of productions. To ensure they are informed of any changes that could impact them with regards to the commercial and technical aspects of their slate. • To work closely with the production management community providing mentoring, passing on technical knowledge and in some case specific training, at all times fostering a creative, collaborative and supportive culture within production departments and across the BBC.

- To provide information to and be a source of advice for producers and production managers around options for productions, choices of provision and any aspects of technology both in base and on outside broadcasts. To work with the Heads of Production to assess the technical viability of content ideas, identifying and mitigating any risks, alerting production to financial implications.

Technology & Strategy

- To drive technical innovation, identify opportunities & improvements and work with production on key developments to ensure state-of-the-art content delivery on all platforms and genres where appropriate
- To keep the department up to date with industry developments and attend industry events as necessary, with knowledge of events passed on through written reports to be shared with the wider technical team.
- Engage and contribute in the development, communication and delivery of the technical strategy for Sport.
- To ensure that all necessary forward planning is in a manner that is in accordance with the longer term wider BBC technology strategy
- Oversee the administration, development and documentation of core audio and communications systems, liaising with operational and engineering teams to ensure well managed infrastructure and accurate sharing of information
- To be jointly responsible with senior editorial colleagues for driving efficient and effective deployment of approved technologies on productions, whilst balancing against editorial requirements and resilience of systems and solutions to avoid any reputational impact to BBC Sport.
- Be responsible for ensuring suppliers work to industry best practice safety standards including implementing BS7909, CDM and other pertinent safety legislation.

Skills and experience

- Thorough understanding and extensive experience of production processes, live audio mixing styles, and technical requirements needed to deliver large multi-location events, gained from hands on experience and excellent aural judgement
- Must have extensive practical experience and technical understanding of working with multiple simultaneous live audio feeds, and the systems typically used in the sport broadcast paths. This must include multi-channel and immersive audio formats and their interoperability.
- Must have an advanced working knowledge of modern live sport communication systems, techniques and protocols, and experience of designing configurations and making online changes in live transmission environments.
- Must have a thorough understanding of all types of connectivity and control systems used to handle packaging and routing of audio, video and communications and considerations in workflow design required
- A calm, clear headed and quick thinking approach, even under pressurized live situations, allowing well judged, prioritised and informed decisions to be made that reflect wider workflows and impacts.
- Detailed knowledge of the OB and studio markets and understanding of the product and suppliers.
- Proven experience of operating with a number of different suppliers within a complex commercial environment, using excellent communications and negotiating skills – able to influence, manage and negotiate deals and contracts.
- Advanced project management skills. Proven experience of delivering portfolios of projects including large scale complex events; experience of trouble-shooting in pressurized live environments.
- Ability to generate detailed and accurate technical drawings and documentation

JOB DESCRIPTION



- Proven experience of not only leading, but also working within a team to proactively build strong collaboration and team bonding
- Ability to deliver training and guidance to others in all aspects of the sound and communication field.
- Experience of forward planning and operational day-to-day management of people and resources to meet demanding production requirements.
- Ability to understand and interpret production requirements and manage expectations
- Able to influence the use of production systems and to deploy new technologies on productions with any associated change management.
- Extensive knowledge of BBC Values, policies, procedures and guidelines.
- Considerable experience of managing and monitoring Health & Safety, supported by recognised formal Health & Safety training (including Risk Assessment)

Approval	
Manager	Charlie Cope, Head Of Operations
HR Business Partner	Angela Hunt and Kim Thompson
Date	15/05/20