Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14484</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Broadcast Project Manager</td>
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<tr>
<td>Reports to:</td>
<td>Senior Broadcast Project Manager</td>
</tr>
<tr>
<td>Salary:</td>
<td>£32,548 - £38,833</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade 7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours per week</td>
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</table>
| Location:         | Walton Hall  
 |                   | Milton Keynes  
 |                   | MK7 6AA |
| Closing date:     | Midday, 27 April 2018 |
| Type of application form accepted: | Standard Application Form |
| Number of referees required: | External applicants - three  
 | Internal applicants – one (line manager) |
| Unit recruitment contact: | LTI-Translation-Recrutment@open.ac.uk |
2. Summary of duties

Purpose Statement
To project manage and co-ordinate activities for broadcast-related projects from pre-commissioning to delivery across a range of broadcasters covering TV, radio, online, digital channels and platforms. To project manage and co-ordinate the engagement and outreach content/activities identified to support the productions such as print items, websites, apps, social media, local visibility events and media relations. To keep work practices fluid and efficient around a changing environment.

Main responsibilities
Planning, managing and delivering services
- Co-ordinate contracting and commissioning activities for productions; liaising with the OU Rights department during the contracting stage. Providing a key contact point for the production team throughout the production for non-editorial aspects of the commission.
- Ensure team members work collaboratively in the interests of the project and in partnership with stakeholders.
- Anticipate and contribute to the resolution of problems and departures from project specification and schedule by monitoring project progress.
- Work with appropriate parties and in particular the Open Media Fellows, Nominated Academics, and other relevant OU departments to develop and execute a detailed plan for each project. To manage and co-ordinate the project, linking and liaising with the necessary OU internal and external partnerships. To ensure timely delivery of activities and materials e.g. commissioned projects/support content/ print material / events etc. and to take responsibility for ensuring schedules are adhered to.
- Generating appropriate information to production team for OU’s call to action, end credits and OU branding information with a view to maximizing the OU’s exposure within existing guidelines.
- Maintaining a record of current projects and monitoring progress of deliveries of products. Assessing the significance of any potential late deliveries and alerting staff in the unit and other departments e.g. on-line teams, Faculty, OU Media Relations as necessary.
- To manage a budget for project wrap-round activities (print, broadcast channel/platforms content, events etc.), forecasting expenditure at intervals as required and reporting expenditure to the SBPM. To arrange the setting up of external consultancy contracts and produce rights contracts for ALs and other external consultants. Monitor the progress of the contract and manage the sign-off/release of funds when appropriate.

People management
- Understand the role of other team members, and collaborate effectively to ensure smooth and timely production.
- Develop and agree a work plan that identifies key activities, outputs and resource requirements and that provides a basis for monitoring performance.
- Take responsibility for own contribution to team performance.
- Brief the academic team and production team on their role within the project, ensuring that roles and responsibilities of individuals are understood and adhered to.

Internal and external perspective
- Coordinate with production companies checking the progress and quality of tasks and deliverables.
- Monitor internal procedures and standards and be proactive in recommending improvements.
- Create and enhance productive working relationships and collaborate, influence and negotiate with colleagues, partners and stakeholders.
- In consultation with academic consultants, designers, and IP, project manage the creation of project support material i.e. printed booklets/apps. Manage the creation of a brief, contracting of authors,
appropriate digital productions teams/agencies, acquisition of visual content and OU related study information. Oversee delivery of all content and monitor accuracy and stylistic design. Arrange final sign off and delivery to OU channels for printing. Monitor print orders and stock levels, and arranging reprints as necessary.

- Facilitate the evaluation of project activities by working with the Broadcast & Data Co-ordinator to bring together a measurable account of a projects success. Work to continually improve project processes, including responding to changes in strategy, other stakeholder requirements and technology.
- Maintain close liaison with other BPMs and undertake other duties as may be reasonably requested and agreed with the Head of Broadcasting & Partnerships or the SBPM.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

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<th>Education, qualifications and training</th>
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| **Essential:**                        | - A first degree or equivalent background education, or work experience at a comparable level.  
- Sound knowledge and experience of a range of IT packages, which should include Word, Excel, e-mail and a proven ability to learn new packages quickly. |
| **Desirable:**                        | - Appropriate certification in Project Management  
- TV/Radio production management |

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<tr>
<th>Knowledge, work and other relevant experience</th>
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| **Essential:**                                | - Experience of using common software tools (e.g. MS Office).  
- Demonstrable experience of project management for a range of broadcasters including PSBs, commercial and/or international.  
- Good awareness of current TV and radio programmes, particularly factual programmes and OU output, and an interest in broadcasting developments and emerging delivery channels and platforms in the UK |
| **Desirable:**                                | - Experience of working in a media production environment.  
- Experience of working in a fast paced environment and within tight deadlines.  
- Previous experience of project management from specification through to completion, including scheduling, quality and resource management and prioritizing conflicting demands.  
- Experience of budgeting and budgetary management. |

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<tr>
<th>Personal abilities and qualities</th>
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| **Essential:**                  | - **Communication:** communicates confidently and assertively with a variety of stakeholders; negotiates effectively; appropriately manages conflict.  
- **Initiative and problem solving:** uses initiative to identify and solve problems proactively; uses good judgment to refer issues upwards as necessary; identifies and manages risk. |
- **Planning and Organising**: plans, schedules, prioritises and allocates work effectively; delivers to multiple deadlines.
- **Budgets**: Experienced in working within budget parameters and understanding of estimating / budget setting.
- **Working under pressure**: remains effective and positive even when under pressure.
- **Ability to learn**: understands and adapts to new ways of working; is willing and able to engage with, and digest, new information, specialisms and ways of working.
- **Continuous improvement**: identifies opportunities for continuous improvement; shows commitment to own professional development; demonstrates enthusiasm, willingness and ability to learn new skills. Creates momentum and excitement around initiatives and new approaches.
- Proven ability to organise own workload to ensure that objectives and deadlines are met within resource constraints and to remain effective under pressure.
- Effective team-working and interpersonal skills, including the ability to work pro-actively and independently, to work flexibly across boundaries and to demonstrate commitment to diversity principles and practice.
- The ability to be self-critical and reflective in relation to own role and work, to learn from experience and to operate with integrity, accountability and commitment.

**Desirable**

- Experience of working on high profile media projects.
- Experience of working in a changing environment.
- An understanding of the nature of the business of both the BBC and the OU and the basis of partnership between the two organisations.

4. Role specific requirements e.g. Shift working

N/A.

5. About the unit/department

**Broadcast & Partnerships**

The OU has had a Partnership with the BBC for almost 50 years and co-produces around 35 peak time TV, radio, online and digital series a year (it also has also had the opportunity to commission co-productions with other UK and international broadcasters such as Channel 4 and Sky 1). We commission across all BBC Television and Radio channels, the World Service, World News as well as digital and international channels.

All OU programmes invite viewers and listeners to learn more about the programme topic via a call-to-action.

Commissioning sits at the interface between the Faculties and the design and production departments of the OU ensuring Faculty priorities for the development of the learning experience are understood and translated into world class learning products and services for our students. We lead on stakeholder/partner relationship and professional project management to make this happen.
6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please email Diane Morris - diane.morris@open.ac.uk

If you have any questions regarding the application process please email: LTI-Translation-Recruitment@open.ac.uk.

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>Midday, 27 April 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To be considered for this post, please ensure that you send a completed application form describing how you meet the criteria in the person specification section above.</td>
</tr>
<tr>
<td></td>
<td>Application form</td>
</tr>
<tr>
<td></td>
<td>When describing how you meet the essential criteria for this role, please limit the word count to no more than one side of A4.</td>
</tr>
<tr>
<td></td>
<td>Please quote the correct vacancy reference for the post you are applying for.</td>
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</tbody>
</table>

Post it to: As follows:

Name/Job title: Staffing and Recruitment Coordinator

Department/Unit: Learning and Teaching Innovation

Address: Level 1, Perry Building
The Open University
Walton Hall
Milton Keynes

Post Code: MK7 6AA

Or e-mail your application to: LTI-Translation-Recruitment@open.ac.uk
## 8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Caroline Ogilvie, Head of Broadcast and Partnerships, Learning and Teaching Innovation (LTI)</th>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Diane Morris, Senior Broadcast Project Manager, LTI</td>
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<td></td>
<td>Simon Budgen, Head of Editorial Engagement, LTI</td>
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<td>The interviews will take place on:</td>
<td>9 May 2018 and 15 May 2018</td>
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<tr>
<td>The selection process for this post will include</td>
<td>Further details on the selection process will be sent to shortlisted candidates.</td>
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If you do not hear from us by 5 May 2018 you should assume that you have not been shortlisted for interview but we do thank you for your interest.

Applications received after the closing date will not be accepted.