

JOB DESCRIPTION

Job Title	Business Graduate Apprentice (Co-Production Associate)	Grade	B3-8	Weekly Hours	37
Base	Flexible	Salary	£23,854		
Objective	<p>To:</p> <ul style="list-style-type: none"> project manage and develop MG ALBA interests in co-produced and co-commissioned content for BBC ALBA; and manage channel content licensing; and <p>in so doing, complete a Business Management degree as a Business Management Graduate Apprentice</p>				
Accountable to	MG ALBA Commissioning Editor and Head of Creative Partnerships				
Academic Partner	<p>School of Creative & Business Industries, University of West of Scotland Link Tutors: Professor Nick Higgins, Director of the Creative Media Academy; Peter McGuire, Graduate Apprenticeship Course Leader - BA (Hons) Business Management</p>				
Responsible for	<ol style="list-style-type: none"> Co-ordinating and project managing MG ALBA co-production projects and content licensing, under the direction of MG ALBA Commissioning Editor and Head of Creative Partnerships Administrative support for the MG ALBA Commissioning Editor and Head of Creative Partnerships Completing all academic units required within the Business Management degree Undertaking all activities within the organisation that will enable successful completion of all units and thus graduation in Business Management (activities set out below) 				
Working relationships	<p>The post holder will be directed by and report to the MG ALBA Commissioning Editor and Head of Creative Partnerships</p> <p>The post holder will have relationships across MG ALBA and the BBC ALBA partnership, including with the MG ALBA Director of Multiplatform Content, the BBC ALBA Head of Service, the MG ALBA Chief Executive, the BBC ALBA Content team (Sgioba Phrògraman) and the MG ALBA Business Affairs team</p> <p>The postholder must have excellent working relationships with MG ALBA stakeholders, particularly the production sector</p>				
Key result areas	<p>The postholder will be responsible for project managing co-productions and content licensing and in so doing will obtain a degree in Business Management with the University of West of Scotland</p> <p>The postholder will be required to attend university as a minimum one/two day induction at the start of each term and then two on-campus days during the term, i.e. minimum three or four days per term on campus. The course runs from early October</p>				

	<p>until August with students undertaking three on-line modules (one per term) and one Work Based learning project, which runs across the full year</p>
<p>Key tasks</p>	<p>Working with the MG ALBA Commissioning Editor and Head of Creative Partnerships to project manage co-productions and content licensing</p> <p>Undertaking all activities at direction of MG ALBA Commissioning Editor and Head of Creative Partnerships to enable the following elements of the Business Management degree to be fulfilled:</p> <ul style="list-style-type: none"> • An understanding of business/organisations and their key functions and processes: <i>the role will enable understanding of both a publicly funded organisation (MG ALBA) and private independent production companies of varying sizes</i> • An understanding and consideration of environment, organisational strategy, markets and processes – and how these work together. <i>The role will enable an understanding of the international content market: what the market seeks, how to align different commissioner interests, what third party funding is available, what tax incentives are available, how co-production funding can be maximised, how to take a strategic approach to co-production, for example by ensuring some aspects of production are located in Scotland. The role will enable an understanding of the content production process, and where value lies in the chain for the supplier: primary commission/secondary sales</i> • Knowledge and understanding of organisational strategy and models and how to apply them: <i>the role will enable an understanding of the organisational strategy of both MG ALBA but also other broadcasters and BBC ALBA suppliers</i> • Understanding of approaches to project management and the ability to apply them: <i>each co-production deal is a separate project in itself and this will enable project management experience</i> • Knowledge of financial models and how to use them to analyse performance: <i>funding content involves multiple funding sources – commissioner, tax incentives, debt financing through pre-sales, agencies (e.g. screen agency; development agency). MG ALBA itself has limited use of financial models per se but suppliers will use them and MG ALBA will consider whether or not a secondment to a supplier may be of assistance in fulfilling the financial model aspect of this element</i> • Understanding of how technology can enhance business: <i>MG ALBA is a media organisation and continually seeks to innovate using technology, both in terms of content production processes, but also in terms of business processes</i> • Able to communicate effectively using a range of media: <i>as a media organisation communication using various media is critical to all employees</i> • Knowledge and understanding of leadership styles and organisational culture: <i>MG ALBA has been recognised as one of “Best Places to Work in TV” according to one of the industry’s leading publications, Broadcast Magazine. Organisational culture is actively addressed in a number of transparent initiatives and the Graduate Apprentice would be sighted on these. Through their work they will also experience the organisational culture of other organisations including the BBC, other broadcasters and producers</i> • Knowledge and understanding of how to manage people and teams effectively: <i>MG ALBA is an organisation with circa 40 employees and has a well developed management system</i>

	<ul style="list-style-type: none"> • Understands how to build effective relationships internally and externally: <i>as above</i> • Able to manage self effectively, use emotional intelligence and core values: <i>as above</i> • Knowledge and understanding of how to plan effectively and undertake personal development: <i>as above</i> • Able to make effective decisions and solve problems based on research: <i>evidence based decision making is a key part of commissioning and re-commissioning, which the Apprentice will be sighted on</i>
Core skills	<ul style="list-style-type: none"> • Entrance on to the Graduate Apprenticeship Programme requires the following and the candidate must be accepted by the University on to the course: <ul style="list-style-type: none"> ○ Scottish Highers: BBBC (102 UCAS points) including English ○ A levels: CCD (88 UCAS Points) including English ○ Irish Leaving Certificate: H3H3H3H4, including English ○ Others: an appropriate Foundation Apprenticeship, Modern Apprenticeship • Copies of certificates will be required for both the Academic Partner and Skills Development Scotland, who fund the course • Fluent Scottish Gaelic speaker • Availability to work flexibly and travel regularly to events • Strong IT skills and competency in the use of full suite of MS Office applications • Able to work remotely if required • Able to manage own time and exercise good judgement in prioritising according to urgency and priority • Strong team player, able to work consultatively and across teams • Excellent organisational and planning skills • High level of commitment to personal and professional development
Time horizon	Completion of the degree within four years