

JOB DESCRIPTION

Job Title	Scheduling Assistant (part time)	Grade	B3	Weekly Hours	15
Objective	To assist the Schedule Manager, with the maintenance of the BBC ALBA television schedule by the delivery of relevant schedule assets and post-production documentation to support the schedule.				
Accountable to	Schedule Manager				
Responsible for	<ul style="list-style-type: none"> Managing the delivery of both tape-based and file-based content to transmission. Manage MG ALBA post production and other schedule related documentation for BBC ALBA. 				
Working relationships	The post holder works as a member of the Sgioba ALBA content team under the direction of the Schedule Manager and working closely with the Media Coordinator, the MG ALBA technical team and BBC Scotland Presentation and Media Management teams.				
Key result areas	<p>The post holder ensures that file-based content conforms to pre-agreed standards, meets transmission critical deadlines and is secured for future needs</p> <p>The post holder ensures that documentation and metadata input is completed in good time for programmes scheduled for broadcast on BBC ALBA.</p> <p>The post holder provides absence cover for the Schedule Manager, enabling direct intervention into the BBC ALBA schedule via the “What’s On” scheduling system as directed.</p> <p>The post holder ensures a good knowledge of the Media Coordinator’s duties to enable assistance and cover if required.</p> <p>The post holder ensures effective liaison with relevant contacts within the Presentation Department & Media Management Department of BBC Scotland at Pacific Quay.</p> <p>Commit enthusiastically to professional development, use of Gaelic in the workplace, objective setting and performance appraisals.</p>				
Key tasks	<p>Assist with media management of files and other DPP related processes within BBC and MG ALBA systems.</p> <ul style="list-style-type: none"> Verify and validate all digital content before uploading to Digital Library and FBDS (File Based Delivery Solution) Update all relevant systems with accurate metadata. <p>Based on detailed information on forward TV schedule from the Schedule Manager:</p> <ul style="list-style-type: none"> Amend and input information into the “What’s On” scheduling system. Update “iBroadcast” schedule system Accesses but does not input (unless exceptionally) to MG ALBA’s rights management software. <p>Proficient in the use of Silvermouse in order to maintain all post-production paperwork in accordance with the BBC requirements for transmission of content on BBC ALBA. Liaison with independent production companies regarding all deliverables for transmission.</p> <p>Supervision and coaching of placement students.</p>				
Risks Relevant to the Job	<ul style="list-style-type: none"> Timely processing and delivery of schedule material Channel broadcasting activity and the dependence on scheduling working well Inter personal and inter team communications and problem solving 				

Core skills	<p>Always acts with diligence and attention to detail.</p> <p>Possesses strong IT and organisational skills.</p> <p>Demonstrates good time management skills.</p> <p>Demonstrates good communications skills.</p> <p>Resilience in the face of pressure and deadlines.</p> <p>Works well with other people and operates in productive partnerships with other team members and third parties.</p> <p>Understands broadcasting rights environment and nature of programme data or demonstrates aptitude to learn quickly.</p> <p>Fluent Scottish Gaelic speaker or a learner committed to attaining fluency.</p>
Time horizon	Fixed Term – Maternity Leave Cover – 12 months