

JOB DESCRIPTION & APPLICATION PACK



Post	Commissioner
Reporting To	Director of Content
Office Base	Glasgow / Stornoway – agile working available
Closing Date for all applications	8 March 2023, 12pm
Interviews	15/16 March 2023

8 February 2023

Dear Applicant

APPLICATION FOR EMPLOYMENT – Commissioner

Thank you for your interest in applying for our Commissioner post.

We are looking for someone who is an experienced content commissioner or producer, with a strong understanding of Gaelic media audiences and a desire to progress within our leadership and management structure.

Core personal attributes for our team include a positive attitude to work, excellent communication and interpersonal skills and passion to develop the Gaelic media landscape. The ability to author messages in Gaelic is essential.

We have pleasure in enclosing this application pack for this vacancy.

To apply, please submit a covering letter and your CV detailing your skills, knowledge and capabilities, paying particular attention to the Job Description and Person Specification requirements. We welcome hearing about your competency and experiences from both employed and voluntary roles. If you would like an informal discussion on any of these roles, please contact Claire Macleod, HR Adviser on hr@mgalba.com and we will arrange for a call at a mutually convenient time.

You should submit your application by **12pm, Wednesday 8 March 2023** to hr@mgalba.com. Any applications received after this date unfortunately cannot be considered.

Interviews will be held in person on **15-16 March 2023**.

Le dùrachd



Donald Campbell
CEO

ABOUT US

Who We Are

MG ALBA, Scotland's Gaelic Media Service, operates the Gaelic television channel BBC ALBA in partnership with the BBC. We are also responsible for FilmG, in collaboration with Astar Media, and we deliver LearnGaelic and SpeakGaelic in partnership with the BBC and Sabhal Mòr Ostaig, supported by Bòrd na Gàidhlig and Bòrd na Ceiltis (Alba).

Our [22/23 Operational Plan](#) provides important information about our aims and outcomes for this year.

Where We Are

We have offices in Stornoway and Glasgow. The post can be based at either location and we have an agile working policy.

Our Staff & Board

We employ 40 [staff](#) and have a [Board](#) of 9 members.



Working Environment

We work with an honest, open, interactive and collaborative approach. Everyone in our team is treated as an equal whose opinion counts. We all share as much information as possible so that all colleagues know how we are performing, how we all contribute to that and how we can be even better at what we do.



We are also proud to have achieved external accreditation including; listing on the *Broadcast Best Places to Work in TV* for the past eight awards, the Platinum Award by *Investors in People*, and the Gold Award for *Investors in Young People*. We are committed to ensuring the best health and wellbeing for our people and work with the *Healthy Working Lives Awards* and *Investors in People We Invest In*

Wellbeing to achieve this.

Corporate Social Responsibilities

As an organisation, we are fully committed to our Corporate Social Responsibilities in a variety of ways including through our Environmental Policy, our Recruitment Policy and in-kind contributions to the community and charitable organisations. We regularly provide free of charge expertise and equipment to local fundraising events, charity balls, quiz evenings, awards ceremonies, and also assist with the production of charity promotional videos, coverage of charity sporting events, cultural and educational workshops and film/Mod events.

COMMISSIONER POST

Background

Gaelic media, like all other media, is undergoing significant change. This is both challenging and energising.

This is an exciting opportunity for an experienced content commissioner or producer to join the Content Team at MG ALBA in the role of Commissioner. With agile working available (with office bases in Glasgow and Stornoway) the postholder will lead on the successful commissioning and executive producing of a wide range of content for BBC ALBA and related platforms, which meet our audience needs and our Lèirsinn goals. The postholder will work with the Director of Content and in support of the Chief Executive, MG ALBA senior management, MG ALBA Board and across the wider MG ALBA teams.



People

Our ideal applicant will possess these core qualities:

- Senior broadcast industry experience
- Willingness to be part of a busy, dynamic and growing team
- Self-starter and the ability to prioritise workload, capability of working under pressure and possess resilience with a calm approach.
- Experience and resilience in working through change
- Excellent interpersonal and communication skills, including fluency in spoken and written Gaelic
- Ability to build and maintain first class working relationships within MG ALBA, BBC ALBA and production companies, externally with agencies, suppliers, target markets and partners.
- Strong influencing and analytical skills

The Role

The Commissioner will report to the Director of Content. Core elements of the role include:

- Delivering fresh, original and high-quality productions to BBC ALBA
- Nurturing and developing creative excellence in BBC ALBA and related content
- Ensuring that programmes are delivered on time and on budget, and are value for money
- Ensuring originality and high-quality levels are consistent across commissions
- Ensuring editorial leadership & compliance

Additional success indicators for this post:

- Leads in the planning and execution of MG ALBA's co-finance strategy for content collaborations
- Experience in commissioning or production of digital first and short form content
- A solutions-focused dealmaker with expertise of multi-party production agreements, who creates deals that are contract-ready
- A networker connected to broadcasters, producers and screen agencies active in the field of content co-productions
- A team player who works well with colleagues to create a pipeline of collaboration that bring new value to BBC ALBA audiences and create economic value in the creative sector

- Deputises for the Director of Content as required.

Our Values

Our values are the key principles that guide the work we do. They determine our priorities and underpin the way we operate in all that we do.

Creativity

- We enable the creation of high-quality Gaelic content

Audience

- We are informed and inspired by our audience

Ambition

- We strive for and deliver excellence

Partnership

- We achieve through collaboration

Respect

- We listen; we encourage; we are fair

APPLICATION INFORMATION

Key Dates

Applications Open	8 February 2023
Closing Date	8 March 2023, 12pm
Interviews	15/16 March 2023

Selection Process

The selection process is outlined in the [MG ALBA Recruitment Policy](#).

Selection Panel

The Chief Executive, members of the senior management team and wider management will comprise the selection panel, supported by the HR Adviser. A 4-stage selection process will be used:

Stage 1	Application letter & CV, short leet
Stage 2	Myers Briggs Profiles
Stage 3	Informal pre-interview discussion (HR/Managers)
Stage 4	Interview - interactive discussion/presentation; Interview panel competency questions

Equal Opportunities Monitoring

We are an equal opportunities employer and conduct monitoring on all recruitment and employment data. Please complete the enclosed monitoring form which is in line with current GDPR legislation.

Disabled Applicants

Applications from disabled applicants are welcome and we participate in the Guaranteed Job Interview Scheme for applicants self-assessed as having a disability and who meet the minimum essential criteria for a job vacancy and to consider them on their abilities.

Referees

2 referees will be required to be contacted upon acceptance of a conditional offer of employment. We will not contact referees without your consent.

Relationship to Board Member / Officer / Conflict of Interest

Relationships to board or staff members, or any actual or perceived conflicts of interest should be disclosed in the application.

GDPR

Personal data contained with your job application will be processed, retained and archived/destroyed in line with [MG ALBA's Privacy Notice](#).

MAIN TERMS AND CONDITIONS OF EMPLOYMENT SUMMARY

Grade	Grade E
Salary	Market rate, salary commensurate with experience
Annual Leave	31 days + 6 days public holiday
Pension	Defined Contribution Pension Scheme, MG ALBA contributes 10% of the basic annual salary, rising to 15% if the employee makes a contribution of 5%
Death in Service	4 x Annual Salary
Other Benefits	To encourage healthy lifestyles we offer a paid gym membership. We have family friendly & flexible working practices and offer a cycle to work scheme

Occupational Sick Pay Scheme

Up to two years' service	1-month full pay and 1 month half pay, in a rolling 12-month period
After 2 years' service	2 months' full pay/2 months' half pay in a rolling 12-month period
After 3 to 4 years' service	3 months' full pay/3 months' half pay in a rolling 12-month period
After 5 years' service	4 months' full pay/4 months' half pay in a rolling 12-month period

Learning & Development

Each employee is required to have a Learning and Development plan which will enable them to become more effective in their job and fulfill their annual job objectives. Professional qualifications are encouraged.

Gaelic

Gaelic is the working language of MG ALBA. This post requires a strong level of proficiency in the language. Support will be given to all candidates who wish to further develop their engagement with Gaelic.

Further Information

For an informal discussion about any aspect of this role please contact hr@mgalba.com and we will arrange for a call at a mutually convenient time.

JOB DESCRIPTION

Job Title	COMMISSIONER	Grade	E	Weekly Hours	37
Objective	This is a key creative role within MG ALBA, responsible for commissioning and executive producing a wide range of content for BBC ALBA and related platforms.				
Accountable to	Director of Content, MG ALBA				
Responsible for	A portfolio of programmes in production for broadcast on BBC ALBA				
Working relationships	The post holder will work directly with the editorial team at BBC ALBA and the Content Team at MG ALBA. The post holder will also work with production companies and other sector suppliers and partners.				
Key result areas	<p>The key success indicators of the post are:</p> <ul style="list-style-type: none"> • Delivering fresh, original and high-quality productions to BBC ALBA • Nurturing and developing creative excellence in BBC ALBA and related content • Ensuring that programmes are delivered on time and on budget, and are value for money • Ensuring originality and high-quality levels are consistent across commissions • Ensuring editorial Leadership & Compliance 				
Key tasks	<ul style="list-style-type: none"> • Commissioning within the channel strategy • Identifying, developing and creatively managing ideas from production companies • Ensuring that programmes meet the agreed editorial specification • Informing Editorial strategy development • Effectively communicating the editorial strategy to suppliers and other relevant stakeholders • Engagement and building relationships with content providers and suppliers and pro-actively seeking opportunities for cross platform collaboration and funding opportunities, including international • Close liaison with MG ALBA and BBC communications colleagues, and external agencies where relevant, regarding marketing strategies for commissioned content • Working with Business Affairs colleagues to ensure appropriate pricing, scheduling and value for money • Providing editorial support, anticipating problems and taking appropriate action • Leading in the planning and execution of MG ALBA's co-finance strategy for content collaborations • Creation of deals involving multi-party production agreements, to the contract-ready stage. • Networking with broadcasters, producers and screen agencies active in the field of content co-productions • Actively working with colleagues to create a pipeline of collaboration that bring new value to BBC ALBA audiences and create economic value in the creative sector • Deputising for the Director of Content • Ensuring all output complies with BBC ALBA's editorial guidelines and standards and communicating clear compliance requirements and expectations to production teams and third parties 				
Risk	<ul style="list-style-type: none"> • Under the MG ALBA Model of Risk Management, Risk is seen as everyone's business. • All postholders, therefore, have a responsibility to consider risk at all times including a responsibility to report/discuss any risks, perceived risks, risk mitigations and/or issues to their Line Manager or any Corporate Risk Group members. • Up to date monthly Risk Registers will be available to view on SharePoint and postholders are encouraged to read these on a regular basis. • All postholders should be prepared to consider Risk at staff appraisals and/or job chat times. 				

<p>Core skills / Experience of working in the media / creative industries sector</p>	<p>The post holder should possess the following skill sets and competencies:</p> <p><u>Essential</u></p> <p>Senior broadcast industry experience, across a wide range of genres</p> <p>Track record and experience as an Executive Producer, overseeing projects which have delivered impact</p> <p>Good knowledge of independent production supply in Scotland</p> <p>Sound understanding of the commissioning process and strong editorial judgement</p> <p>Strong understanding of audience needs, trends and opportunities</p> <p>Self-starter and the ability to prioritise workload, capability of working under pressure and possess resilience with a calm approach</p> <p>Excellent interpersonal and communication skills, including a high level of proficiency in Gaelic</p> <p>High EQ with the ability to build and maintain first class working relationships within MG ALBA, BBC ALBA and production companies, externally with agencies, suppliers, target markets and partners</p> <p>Ability to apply legal and editorial guidelines as they relate to content and editorial sensitivity, knowledge and experience in the application of contractual agreements</p> <p>Experience and resilience in working through change</p> <p>Ability to problem solve as required and anticipate issues in advance, providing solutions, recommendations and escalation as appropriate</p> <p>Excellent presentation skills</p> <p>Strong IT skills and competency in the use of full suite of MS Office applications</p> <p>Availability to work flexibly and travel regularly to industry events</p> <p><u>Desired</u></p> <p>Experience in commissioning / producing digital first short form content</p> <p>Experience in delivering multi-platform content, and knowledge of users' experience of platforms other than television</p> <p>Experience in collaboration on multi-partner, including international, projects and strong influencing skills and abilities</p> <p>Fluent Gaelic skills – both written and spoken</p>
<p>Time horizon</p>	<p>Permanent</p>