



## **Welcome to our information pack for the post of:**

### **Project Manager - Videotape Digitisation**

The following information is provided to assist your application. Information about the BFI can be found at our website: [www.bfi.org.uk](http://www.bfi.org.uk) with information specifically about job vacancies at [www.bfi.org.uk/about-bfi/job-opportunities](http://www.bfi.org.uk/about-bfi/job-opportunities)

- |    |   |           |
|----|---|-----------|
| 1. | Welcome and how to apply:   | Page 2    |
| 2. | The advert  | Page 3    |
| 3. | The package   | Page 4    |
| 4. | The BFI plus link to our 2016/17 BFI Annual Review<br><a href="http://www.bfi.org.uk/about-bfi/annual-review-management-agreement">http://www.bfi.org.uk/about-bfi/annual-review-management-agreement</a> | Pages 5-6 |
| 5. | The role  | Pages 7-9 |
| 6. | BFI Executive Organisation Chart  | Page 10   |
| 7. | Collections & Information Department Organisation Chart   | Page 11   |

**Welcome to our information pack for the post of:**

**Project Manager, Videotape Digitisation**

Thank you for your interest in the post. I hope that you find this information pack helpful and we look forward to receiving your application. The successful applicant will be joining the BFI at a hugely important and pivotal time. The post of Project Manager, Videotape Digitisation will play a crucial role to ensure our success going forward.

**1. How to Apply:**

To apply please click the *Apply Online* button and complete our online application form, including a supporting statement regarding what you bring to the role and how you meet the criteria of the person specification plus our completed equality & diversity monitoring form.

Please submit your application by **Monday 24<sup>th</sup> September 2018**. If you experience any technical difficulties please contact the Human Resources Team during office hours by email: [opportunities@bfi.org.uk](mailto:opportunities@bfi.org.uk) or telephone: 0207 957 4837 who will be happy to help. Please be aware that Google Chrome users may experience technical issues when submitting an application online and are recommended to use an alternative browser.

First interviews will be held on **Friday 5<sup>th</sup> October 2018**

If you have any questions or want to discuss the post prior to applying please contact me at: [Colette.mcfadden@bfi.org.uk](mailto:Colette.mcfadden@bfi.org.uk).

I look forward to receiving your application.

**Colette McFadden**  
**Head of Heritage Programme**

## 2. Job Advert



### **Project Manager, Videotape Digitisation**

**Salary £36,024 – £42,147 plus generous benefits package**

A fantastic opportunity has arisen for a Project Manager to join the Heritage 2022 Programme team. You must have a strong track record of successfully taking over and delivering projects in progress. We are particularly interested in applicants with experience of delivering projects within large complex environments. The role will work with internal and external stakeholders and be responsible for the delivery of a multi-strand project within a high-profile Programme.

As the Project Manager for Videotape Digitisation you will be a confident communicator with the ability to talk with stakeholders at varying levels of the organisation to ensure that the project achieves its outputs and objectives to time, quality and budget.

Based in Central London and at the BFI National Archive, you will enjoy benefits such as our pension scheme, excellent support for working parents, 28-33 days annual leave, tickets to BFI festivals and events plus many others.

Further details about the post can be obtained by visiting [www.bfi.org.uk/about-bfi/job-opportunities](http://www.bfi.org.uk/about-bfi/job-opportunities).

The closing date for applications is **Monday 24<sup>th</sup> September 2018**.  
First interviews will be held on **Friday 5<sup>th</sup> October 2018**.



*We support diversity and inclusion*

### **3. The package - salary and benefits**

All roles at the BFI are individually evaluated. This role is graded at Level 3A and the salary range is £36,024 to £42,147.

We would normally aim to recruit to the minimum point of the pay scale, but will match to the nearest point within our pay scale (where possible) the successful candidate's current salary within a similar external role, if that is higher than our minimum point.

#### **Benefits**

At the BFI we offer a wide range of benefits to our employees including:-

- BFI pension scheme
- 28-33 days paid annual leave (excluding Bank Holidays)
- Support for working families: generous contribution to childcare costs; childcare vouchers; enhanced maternity, paternity and shared parental pay
- We promote and support flexible working
- Our Employee Assistance Programme provides advice and support for employees and their key family members across all life events
- Free tickets to BFI Southbank screenings and events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% employee discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% employee discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% employee discount on all retail, including upstairs concessions, at BFI IMAX – Odeon

*Certain conditions apply on some benefits and these details are available from Human Resources. Some benefits are non-contractual and the BFI reserves the right to review benefits and withdraw benefits as appropriate.*

## **People Engagement and Wellbeing**

The BFI takes our responsibility to engage and develop our employees seriously. We carry out a range of activities to facilitate this, including:

- All employees are appraised each year and agree objectives and a development plan with their line manager.
- Meetings are held at Directorate, Department, team and individual level with 'all employee' events each quarter.
- Our brand values are 'Approachable, Inspiring and Responsive'.
- We are committed to promoting diversity and inclusion across all our activities. A cross BFI representative steering group assists us plan and monitor our initiatives.
- We provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health 1<sup>st</sup> Aiders at each main site, we took part in the MIND Wellbeing Index in 2017/18 and run regular workshops and initiatives
- We regularly review our staff engagement strategies to see how we are doing

### **4. The BFI**

The BFI is an internationally recognised cultural body, and the lead organisation for film in the UK. We are a Government arm's-length body and distributor of Lottery funds for film. We serve a public role which covers the cultural, creative and economic aspects of film in the UK. The BFI delivers this role:

- As the UK-wide organisation for film, a charity core funded by Government
- By providing Lottery and Government funds for film across the UK
- By working with partners to advance the position of film in the UK.

Our ambition is to create a flourishing screen environment in which innovation, opportunity and creativity can thrive by:

- Connecting audiences to the widest choice of British and world cinema
- Preserving and restoring the most significant film collection in the world for today and future generations
- Championing emerging and world class filmmakers in the UK - investing in creative, distinctive and entertaining work

- Promoting British film and talent to the world
- Growing the next generation of filmmakers and audiences

Founded in 1933 the BFI is a registered charity governed by Royal Charter. The BFI Board of Governors is chaired by Josh Berger CBE.

In November 2016 we launched [BFI2022](#), our strategic plan for film for 2017-2022. It focuses on the future, with three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences.

The new strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

5. **The Role**

**Job Description**

**Directorate:** Programme

**Department:** Collections & Information: Heritage 2022 Programme

**Role:** Project Manager, Videotape Digitisation

**Grade:** 3A

**Accountable to:** Head of Heritage Programme  
BFI Stephen Street and the BFI National Archive at Berkhamsted

**Location:** Berkhamsted

**Main internal contacts:** Clifford Shaw Head of Conservation, Head of Data, Collections Care Manager, Collections Development Manager, Digital Collections Development Manager, Digitisation Coordinator, Video Preservation Engineer, Head of Collections Management, Head of Heritage 2022 Stakeholder Relationships, Archival Relationships Manager, Vaults Manager, Archive Projects Manager, Technical Operations team, Archive Technology team Managers and teams within Data, Archive, Digital, Curatorial, Finance, Development, Programme

**Main external contacts:** Regional & National Film Archives, Logistics agencies, Digital agencies, Audio and Visual Facilities Houses

**Main Aims**

To be responsible for effective project management to successfully deliver the videotape digitisation project and its outputs to time and quality, such that they meet and support the wider ambitions of the Heritage 2022 Programme.

To advance a project in progress and its reporting to meet all necessary governance, audit, quality assurance and legal requirements of the Programme.

The role will be accountable for the creation of detailed plans identifying and sequencing the resource, logistics, data and activities needed to successfully complete the project. The project will not have a dedicated team and will incorporate additional interdependencies.

The post-holder must utilise the shared resource of existing teams across UK-wide partners, the organisation and in particular within the BFI National Archive.

The project manager must apply Programme and organisational standards, commitments and goals.

### **Key Responsibilities**

- To work closely with the Project Lead and to act as the first point of contact with responsibility for managing successful delivery of the videotape digitisation project
- To develop detailed plans, setting task briefs with key deliverables, tracking, monitoring and reporting progress
- To work with expert teams to critically evaluate data gathered from multiple sources, reconciling conflicts and breaking down high-level information into details, abstract up and distinguish the order of significance
- Map and manage a logistics plan to align project needs with participating logistic agencies and UK-wide archives for safe transport, digitisation, file transfer and return of videotape collections to and from appointed Audio and Visual Facilities Houses
- To work collaboratively with the Collections Care Manager, Collections Development Manager, Archive Technology team and Heritage 2022 Digitisation Coordinator at the BFI National Archive to ensure correct tracking and compliance with operational practices and procedures and manage any escalation of issues or risks
- Collaborative matrix management with the Archival Relationships Manager to ensure UK-wide deliverables from National and Regional Film Archives (RNAs) are to scope and time, within budget and to the required level of quality



- Maintain awareness of potential interdependencies with other projects and their impact
- Closely manage existing dependencies in the execution of delivery and ensure they are addressed in a timely manner
- Monitor overall progress and use of resources, initiating corrective action where necessary
- Manage and develop collaborative cross team working across the organisation and with external partners and stakeholders, working together to support internal and external relationships
- Reporting through agreed lines on project progress and to the required needs of the Programme for overall governance, auditing and assurance levels as requested by the Head of Heritage Programme
- Support and manage project governance, project changes and interventions to achieve assigned project outputs and ensure the project is fully documented and processes and Programme standards are set and adhered to
- To develop and implement mechanisms for monitoring digitisation standards
- Constantly monitor and ensure procurement and finance processes are adhered to and present reports defining project progress, finance, success, problems and solutions for BFI and project partners as required
- To monitor, manage and mitigate risk
- Manage the project to support BFI activities and deliverables for mass access as well as possible sector and public engagement outputs for the project
- To advance the project in consultation with Programme and internal teams and where necessary external suppliers and partners
- To attend internal cross-departmental meetings as necessary, ensuring the project deliverables and risks are shared
- To be a pro-active leader that encourages teams to perform to the best of their ability

- To keep abreast of changes in best practice and technological developments to ensure that BFI thinking and practice is leading edge
- To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'
- To be collegiate and a good team player, support others where you can, and actively participate in team meetings, events and induction of new team members
- To promote and support diversity and inclusion in all activities
- To be an ambassador for the BFI through maintaining a professional approach at all times
- To agree targets and KPIs for the team and provide regular progress reports and management information
- To manage the budget, ensuring that Financial Procedures are followed for the management of all assets
- To provide cover for other managers as required
- To ensure that the team are engaged and well informed regarding the Directorate's initiatives and the team's activities
- To hold regular communication and team building events
- To undertake policy research, design and development work as required
- To track progress and provide regular management reports
- To keep abreast of changes in best practice to ensure that BFI thinking and practice is leading edge
- To become familiar with and adhere to BFI policies and procedures

*Job descriptions are reviewed annually by the post holder and the line manager as part of performance reviews to ensure that they remain current*

### **Person Specification**

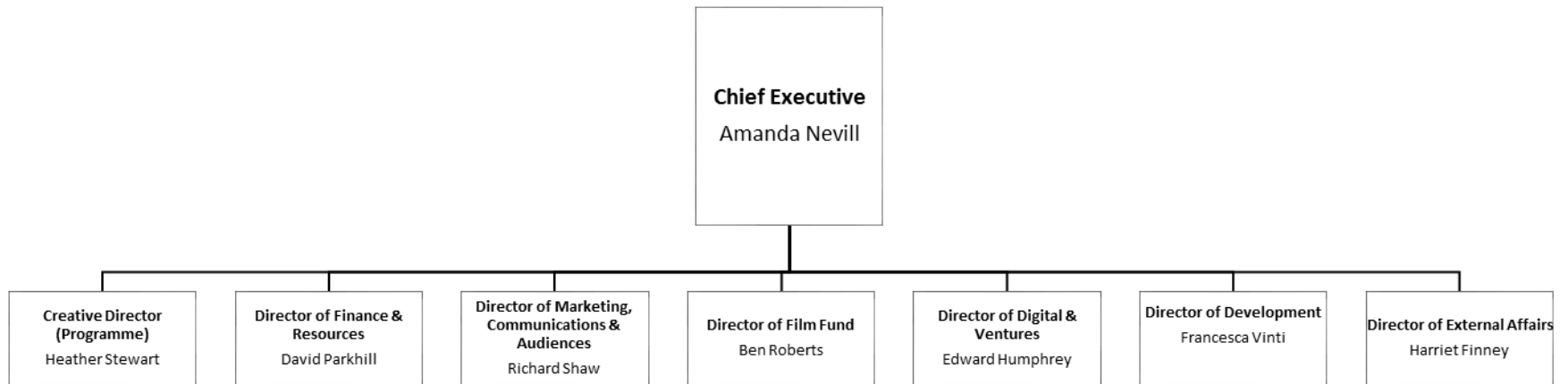
- Educated to degree level or equivalent
- Qualification in agile project management or equivalent
- Extensive direct work experience in a project management capacity
- Proven experience of successfully completing complex projects, large scale to national level
- Demonstrable experience of analytical and critical thinking skills to evaluate problems, identify solutions of a practical or technical nature and to make decisions
- Ability to work closely with internal and external stakeholders to develop and agree operating and delivery processes
- Evidence of successful stakeholder management and experience of building strong working relations with wide range of stakeholders
- Have the ability to communicate effectively, in addition to strong planning and organisation skills to deliver operational excellence and efficiency
- Confidence in the ability to lead, influence and communicate with others at all levels to deliver outputs as required
- Be financial aware to deliver targets, with a desire to continuously improve delivery and sustainability performance
- An in-depth knowledge and experience of the project life cycle and project methodologies
- The ability to work flexibly and across organisational boundaries
- A good understanding of traditional and new technologies used in video production, videotape digitisation, data/metadata analysis and storage is desired
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'

- An applied demonstrable commitment to the principles of diversity and inclusion whilst carrying out all responsibilities
- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment
- A competent Microsoft Office user
- A commitment to continual professional development
- A good understanding of planning and budgetary principles
- The ability to prioritise and ensure that key deliverables are on target

The postholder must at all times carry out his/her responsibilities with due regard to the BFI's Policies and Procedures.

September 2018

## 6. BFI Executive Structure:



## 7. Collections & Information: Heritage Programme Department Organisation Chart

