



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

**Heritage 2022 Rights & Contracts Officer
Fixed term contract (until August 2020)**

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

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Welcome to our information pack for the post of:

**Heritage 2022 Rights & Contracts Officer
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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 Heritage 2022 Rights & Contracts Officer 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 30th July 2018**. If you experience any technical difficulties please contact the Human Resources Team during office hours by email: opportunities@bfi.org.uk or telephone: 0207 173 3200 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 **Thursday 9th August (TBC)**

If you have any questions or want to discuss the post prior to applying please contact me at: Annabelle.Shaw@bfi.org.uk or 0207 957 4785.

I look forward to receiving your application.

Annabelle Shaw
Rights Database Manager

2. Job Advert



Heritage 2022 Rights & Contracts Officer Fixed term contract (until August 2020)

Salary £29,055 - £33,996 plus generous benefits package

We are seeking a Heritage 2022 Rights & Contracts Officer to carry out copyright research into the BFI's film and video collections, ensuring the accurate recording of information in BFI systems, and contributing to and supporting the delivery of the copyright licensing workflow and approach as part of the BFI's strategic Heritage 2022 project.

You will need to have substantial previous experience working with copyright, permission clearance, the creation and management of copyright and licensing information as well as excellent problem solving skills and the ability to effectively communicate with colleagues from a variety of disciplines. You will also need a thorough understanding of film and television industry norms and practices and a good understanding of UK copyright law.

Based at BFI Stephen Street, 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.

The closing date for applications is **midnight Monday 30 July 2018**.
First interviews will be held on **Thursday 9 July 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 2B and the salary range is £29,055 to £33,996. The pay points on the pay scale are:

£29,055 – point 1
£30,216 – point 2
£31,428 – point 3
£32,682 – point 4
£33,966 – point 5

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 1st 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:	Finance & Resources
Department:	Rights & Contracts
Role:	Heritage 2022 Rights & Contracts Officer FTC
Grade:	2B
Accountable to:	Rights Database Manager
Location:	BFI Stephen Street
Main internal contacts:	Rights and Contracts team, General Counsel & Data Protection Officer, Lead Project Manager – Video, Head of Heritage Programme, Collections and Information teams, Digital & Ventures teams, Finance teams, Curatorial, Press & Marketing teams.
Main external contacts:	Broadcasters, Production Companies, Collecting Societies, Sales agents, Producers, Filmmakers, Estates and Regional and National Film Archives.

Main Aims

- Carry out copyright and rights research on the BFI National Archive film and tape collections including underlying rights as part of the BFI's strategic project, Heritage 2022.
- Participate in the creation of and be responsible for the maintenance of the rights workflow and tracking of clearances for Heritage 2022 and perform key tasks in the organisation's rights audit.

- Set up and record rights information in BFI systems in line with BFI standards and guidelines, working closely with key internal contacts (Rights team, Video and Film Digitisation Delivery teams).
- Support negotiations and as directed seek permissions and licences in support of the delivery of the BFI's Rights strategy to facilitate a programme of public access via BFI platforms and channels.

Key Responsibilities

- Work with BFI delivery teams to carry out extensive copyright and rights research on tape and film collections held in the BFI National Archive and to record rights information on BFI databases in line with BFI data standards, ensuring that copyright information is updated and amended when required and to create and maintain clear and comprehensive records relating to such research.
- Enter rights information and contractual terms on the Rights and Royalties database and other BFI databases as required in a timely manner and to ensure that access permissions and exploitation terms are captured accurately.
- Support negotiations to secure blanket agreements, underlying rights clearances and residual deals with collective rights management organisations.
- Provide detailed reporting and analysis on rights workflows and status of clearances in support of Heritage 2022 objectives, deliverables and KPIs.
- Develop and maintain procedures to maintain electronic and paper files with all relevant documentation retaining to all copyright research and contracts on BFI systems (SharePoint, Share Drives, hard copy files) including data migration tasks as required.
- Respond to rights queries and any other related rights and contracts enquiry both internal and external, where appropriate.
- Keep accurate electronic and paper files with all relevant documentation retaining to all contractual negotiations.
- Provide cover for colleagues as required.
- Track progress and provide regular management reports.
- Ensure that all assets and resources are well managed and secure.

- Create and maintain good collegiate working relationships with other BFI Directorates.
- Undertake policy research, design and development work as required.
- Source and contract specialist advice/reports as and when necessary.
- Work in partnership with managers, external agencies, trade union representatives, etc, when taking part in standing committees, sub groups, and focus groups as required.
- Keep abreast of changes in best practice and technological developments to ensure that BFI thinking and practice is leading edge.
- Ensure that all BFI financial and procurement rules and procedures are adhered to.
- To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.
- To be a supportive and good team player, supporting others where you can, and actively participating in team meetings, events and the induction and training of new team members.
- To promote and support diversity and inclusion through all activities.
- To be an ambassador for the BFI through maintaining a professional approach at all times.
- The post holder must at all times carry out their responsibilities with due regard to the BFI's policies and procedures
- To undertake any other activities that may be reasonably required.

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

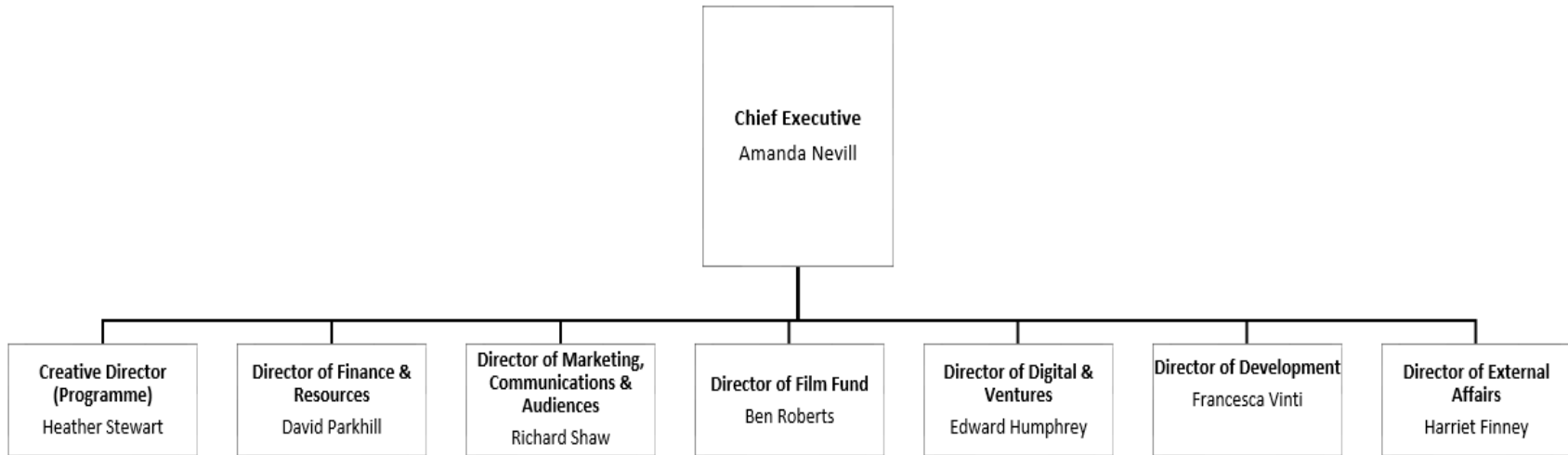
Person Specification

Minimum Requirements

- Educated to degree level or equivalent.

- Demonstrable experience in working with Intellectual Property Rights, rights clearance and research.
- Substantial experience of using a rights database or cataloguing system and recording and or correcting information in such systems.
- Substantial experience of providing detailed progress reports and other reports relating to rights clearances.
- Strong research skills; ability to formulate and carry out an effective search strategy.
- Good organisational skills with the ability to prioritise and the proven ability to manage and meet deadlines.
- Good level of facility with MS Office applications, in particular Outlook, Word, Excel and SharePoint.
- Excellent communication and presentation skills with the ability to deal effectively with staff/customers at all levels and maintain relationships with senior personnel from external organisations.
- Clear understanding of issues relating to copyright, licensing and film distribution.
- Thorough understanding of film industry norms and practices.
- Knowledge of and a commitment to British film and television history.
- The aptitude to carry out all activities supporting our brand values of Approachable, Inspiring and Responsive.
- A demonstrable commitment to diversity and inclusion whilst carrying out all responsibilities.
- A commitment to continual professional development.

6. BFI Executive Structure:



7. Rights & Contracts Department Organisation Chart

