



Welcome to our information pack for the post of:

Rights and Contracts Officer

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

- | | | |
|----|---|-----------|
| 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 2017/18 BFI Annual Review
http://www.bfi.org.uk/about-bfi/annual-review-management-agreement | Pages 5-6 |
| 5. | The role | Pages 6-9 |
| 6. | BFI Executive Organisation Chart | Page 10 |
| 7. | Finance and Resources Organisation Chart | Page 11 |

Welcome to our information pack for the post of:

Rights and Contracts Officer

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 Rights and 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 3rd July 2019. If you experience any technical difficulties please contact the Human Resources Team during office hours by email: 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 15th July 2019.

If you have any questions or want to discuss the post prior to applying please contact me at: Victoria.bingham@bfi.org.uk Tel: 0207 957 4735

I look forward to receiving your application.

Victoria Bingham
Rights & Contracts Manager

2. Job Advert



Rights and Contracts Officer

Salary £29,055 - £34,338 plus generous benefits package,

We are seeking Rights and Contracts officer who will work within the Rights & Contracts team and with the Digital, Programme & Acquisitions, and Finance teams to enter rights information and contractual terms in BFI systems and to provide administrative and contractual support for the BFI's commercial and online activities.

You will be attentive to detail, with demonstrable experience and knowledge of contract management and drafting, copyright law, film and television rights and contracts and working with other intellectual property rights. You will also have good research and organisation skills, and be able to manage and prioritise a varied workload under your own initiative.

This is a fantastic opportunity to support the BFI's work in promoting film and the moving image across the U.K and beyond, by securing the best possible terms for a diverse range of endeavours, projects and programmes.

Based in Central London, 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 3rd July 2019.
First interviews will be held on 15th July 2019.



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 £34,338 per annum.

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.

After successfully completing our 6 months' probation period candidates will progress to the spot rate for the role at £31,743 (if not appointed at that rate or higher).

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, 4 weeks paid parental leave and enhanced 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 and Film Festivals (the London Film Festival and FLARE)
- 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.
- Our mean gender pay gap was 0.4% as at 31 March 2018.
- We are a disability confident employer.
- We provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health First Aiders at each main site.
- 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.

[BFI2022](#) is our strategic plan for film for 2017-2022. It focuses on our three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences. The strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

5. The Role

Job Description

Directorate:	Finance and Resources
Department:	Rights and Contracts
Role:	Rights and Contracts Officer
Grade:	2B
Accountable to:	Head of Rights and Contracts
Location:	BFI Stephen Street
Main contacts:	BFI Digital, Programme & Acquisitions, Technical, Archive Sales, Collections & Information, Sales, Finance, BFI General Counsel, sales agents, producers, rights holders, distributors, platforms.

Main Aims

Working within the Rights & Contracts team and with the Digital, Programme & Acquisitions, and Finance teams to enter rights information and contractual terms in BFI systems and to provide administrative and contractual support for the BFI's commercial and online activities.

To work flexibly and subject to the requirements of the Rights and Contracts Department in view of work-flow from the BFI's Digital, Programme & Acquisitions, Archive Sales, Collections & Information, Sales and Finance divisions and allocation of work within the Rights & Contracts team.

Draft and negotiate contracts as directed, ensuring the best possible terms are secured for the BFI's diverse endeavours.

Key Responsibilities

- Negotiate and contract with rights holders and other third parties for film and TV acquisition and sales agreements, amendments, and renewals for all platforms, and other agreements.
- Develop and maintain templates for the foregoing, production activities, and other BFI endeavours.
- Record rights information and the terms of contracts on the rights & royalties database in an accurate and timely manner and to update other BFI systems, databases and spreadsheets as necessary and in line with BFI data standards.
- To perform data cleaning and reconciliation work in connection with the rights & royalties system.
- Produce and compile progress reports on the status of ongoing negotiations in connection with BFI's releasing activities as well as rights availability and expiry reports.
- Research, analyse and report on legal requirements and other rules and regulations including those of guilds, unions, collection agencies and societies, and trade bodies.
- Advise on rights held and researching associated queries for Rights & Contracts colleagues, BFI Sales, BFI Distribution, BFI Digital, and BFI Archive Sales.
- Manage license documentation in various areas, maintain physical files, scan contracts and other paperwork, upload, name and tag documents within Rights & Contracts document folders and Sharepoint and other resources in line with departmental procedures, and facilitate the execution of agreements.
- Develop expertise in forms and best practices for uniform standard provisions and contract and deed execution.
- Draft and issue rights and other reports and internal notices.
- To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.
- To be 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 in 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.

Rights and Contracts Officer Person Specification

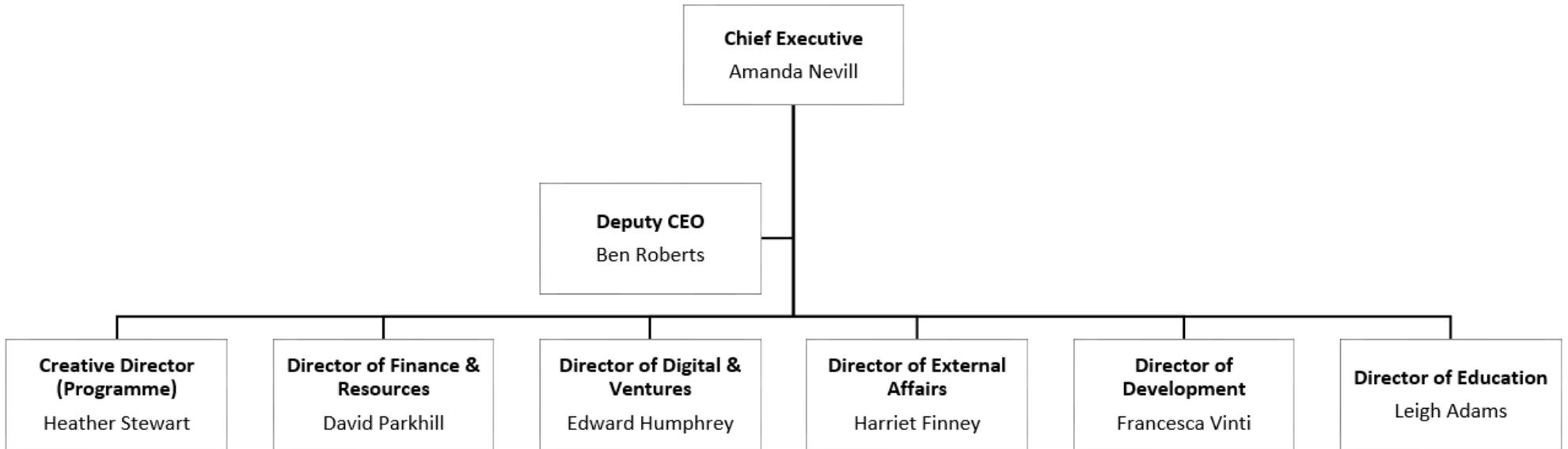
Minimum requirements:

- Demonstrable knowledge of: contract management and drafting, copyright law and principles, film and television rights and contracts (including music and guild or union matters), working with other IP rights, rights clearance and research.
- Strong research skills; ability to formulate and carry out an effective search strategy.
- Good level of facility with MS Office applications, in particular Outlook, Word, Excel and SharePoint.
- Proven experience of providing detailed progress reports and other reports relating to rights clearances.
- Proven experience of using a rights database or cataloguing system and recording and or correcting information in such systems.
- Thorough understanding of film industry norms and practices.
- Knowledge of and a commitment to British film and television history.
- Good communication skills with the ability to deal effectively with people at all levels.
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive.'

- A proven track record of promoting and supporting diversity and inclusion.
- Experience of working as a supportive team member.
- 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.

June 2019

6. BFI Executive Structure:



7. Rights and Contracts Organisation Chart

