

Welcome to our information pack

Project Manager - Videotape Digitisation Fixed Term Contract until 31st March 2022

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:

Project Manager, Videotape Digitisation Fixed Term Contract until 31 March 2022

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 **Thursday 14 November 2019**. If you experience any technical difficulties or require reasonable adjustments with your application please contact the Human Resources Team during office hours by email: opportunities@bfi.org.uk or telephone: 0207 957 3207 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 **w/c 25 November 2019**.

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

I look forward to receiving your application.

Colette McFadden
Head of Heritage Programmes

2. Job Advert



Project Manager, Videotape Digitisation Fixed Term Contract until 31 March 2022

**Salary £36,024 - £42,570 plus generous benefits package
We support flexible working**

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 fast paced projects within large complex environments.

The successful applicant will 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 work with a diverse range of internal and external stakeholders, including subject specialists and commercial service providers to ensure that the project achieves its outputs and objectives to time, quality and budget.

Based at BFI Stephen Street and at the BFI Conservation Centre in Berkhamsted, 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 **Thursday 14 November 2019**
First interviews will be held **w/c 25 November 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 3A and the salary range is £36,024 to £42,570.

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 £39,360 (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.

Diversity & Inclusion

We welcome applicants from all backgrounds.

We want to make sure our workforce is diverse and representative of the communities we work with, and that our opportunities are open to all.

- We are Stonewall Champions. Stonewall works for equality and justice for lesbians, gay men, bisexuals and transgender people.
- We are a Disability Confident employer, accredited by Jobcentre Plus.
- Our two areas of under-representation are BAME re ethnicity and disabled people. To encourage applications from both communities, all candidates who meet our job specification minimum requirements for the role they have applied to are invited to stage 1 of our selection process.
- We are members of the Employer's Network for Equality and Inclusion.
- We are members of the Southbank Employers Group, a partnership with a long-term commitment to improving the everyday experience of the area for employees, visitors and residents alike.

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:	Programme
Department:	Collections & Information: Heritage 2022 Programme
Role:	Project Manager, Videotape Digitisation
Grade:	3A
Accountable to:	Head of Heritage Programmes
Location:	BFI Stephen Street, London and BFI National Archive, Berkhamsted
Main internal contacts:	Clifford Shaw Head of Conservation, Data & Digital Preservation team, Collections Management team, Collections Development team, Head of Heritage 2022 Stakeholder Relationships, UK Partnerships Manager – Programme & Archive, Technical Operations team, Archive Technology team, Digital, Curatorial, Finance, Development & Programme teams
Main external contacts:	Videotape Digitisation 3 rd party suppliers, Regional & National Film Archive representatives, Transport & Logistics contractors, Digital contractors

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 to its completion, ensuring tracking and reporting meets all necessary governance, audit, quality assurance and legal requirements of the Programme.

The role will be accountable for ongoing management of project plans, identifying and sequencing resources, 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 work with expert teams to critically evaluate data gathered from multiple sources, reconciling conflicts and breaking down high-level information into concise details, abstract up and distinguish the order of significance. Ensuring all is correctly tracked and communicated to advance the project
- 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 external 3rd party suppliers
- Support and manage project governance, project changes and interventions to achieve assigned project outputs and ensure the project is fully documented, tracked and processes and Programme standards are set and adhered to
- Ensure project plans, tasks, deliverables, tracking, monitoring and reporting progress are timely and up to date
- To work collaboratively with the, Collections Management and Collections Development teams, Archive Technology team and Heritage 2022 Programme Coordinator to ensure correct tracking and compliance with operational practices and procedures and manage any escalation of issues or risks
- Collaborate with BFI relationships managers 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
- Closely manage existing dependencies in the execution of delivery and ensure they are addressed in a timely manner as well as potential interdependencies with other projects and their impact
- Monitor overall progress, initiating corrective action where necessary
- Ensure clear, timely and comprehensive communications

- Support the Programme in the development of team members through sharing of time, skills and knowledge
- To track and report through agreed lines on project progress and to the required needs of the Programme for overall management, governance, auditing and assurance levels as requested by the Head of Heritage Programmes
- 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
- To attend internal cross-departmental meetings as necessary, ensuring the project deliverables and risks are shared
- 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 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 by maintaining a professional approach at all times
- To provide cover for other managers as required and support shared development
- To undertake policy research, design and development work as required
- The post holder must at all times carry out their responsibilities with due regard to the BFI's policies and procedures

Project Manager, Videotape Digitisation Person Specification

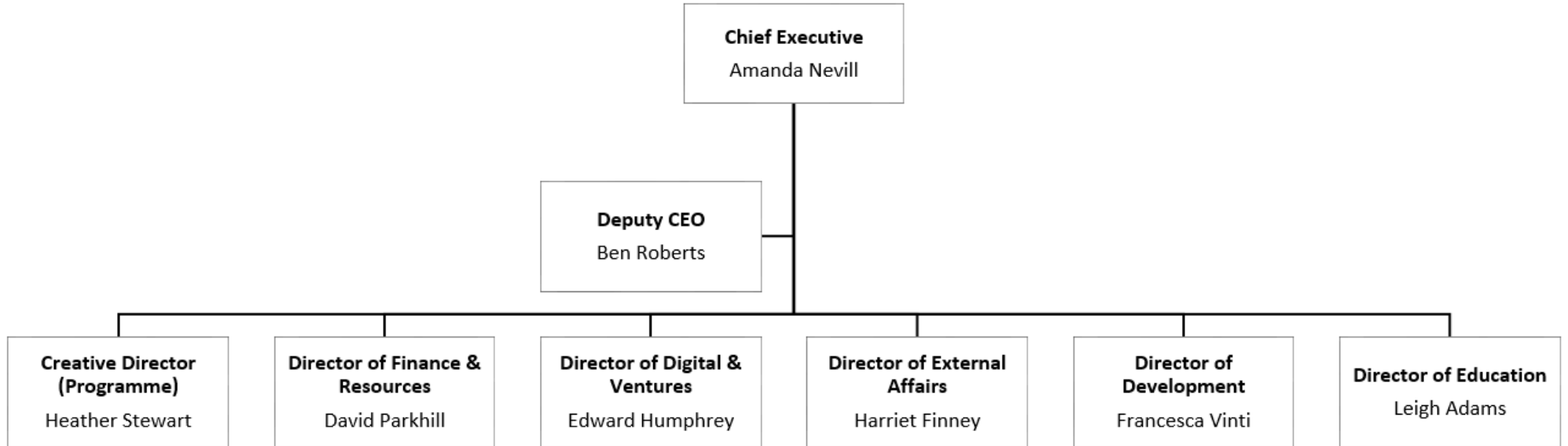
Minimum requirements:

- 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
- Competent in Google Drive, Jira, Confluence and / or other management tools
- 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
- 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
- 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 planning and budgetary principles

- The ability to prioritise and ensure that key deliverables are on target
- 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
- A competent Microsoft Office user
- A commitment to continual professional development

October 2019

6. BFI Executive Structure:



7. Collections & Information (Heritage Programme): Department Organisation Chart

