



JOB SPECIFICATION

Job Title: Resources Coordinator
Base: Broadcast Centre, London
Grade: 4D
Contract: 9 months

Job Purpose

As part of the Business Support team, you will be responsible for supporting the Resources Manager in ensuring that all support services, including accommodation and administration, are provided in an efficient, cost effective manner. You will be working within a busy environment, responding to constantly changing demands and pressures.

Reporting Lines and Key Relationships

This role reports to the Resources Manager and works closely with our main Service Providers, Technical and Project Managers, Team Assistants, area line managers and key contacts within the company.

Context

Red Bee Media specialises in the creation, management, promotion and delivery of digital content across all media, from linear television to web and mobile phones. It is the largest provider of outsourced linear Playout services in Europe and is a leading provider of access, EPG, creative and on demand services to a first class client base of broadcasters, channels, telcos, cable companies and other content producers. With its unique proposition combining creative, editorial and technology, Red Bee Media's clients include the BBC, VirginMedia TV, Channel 4 and Five, ESPN, Discovery, ITV, Star News India, VRT in Belgium, M6 in France, Waitrose, Honda and Boots the Chemist.

Red Bee Media has revenues in excess of £130m and over 1400 staff. With operations in London, Paris, Sydney and Asia, Red Bee Media currently sells into 22 countries worldwide and is has plans for further expansion in Europe and Asia.

Please log onto www.redbeemedia.com for further information.

Key Accountabilities

Ensure that the Red Bee floor space meets the day to day requirements of the business and the building guidelines.

Liaise with our facilities management service providers and other services providers to ensure that the services provided are according to the service level agreements.

To act as the focal point for staff for queries on a variety of subjects including accommodation, office health and safety and general office information.

Conduct regular house keeping walk rounds with Johnson controls (JCI) our Facilities management providers.

Maintain and monitor Lynx on line leave and sick leave records.

Manage pool car bookings and ensure that users adhere to the pool car policy.

Coordinate office moves and changes, in line with building regulations and health & safety guidelines.

Responsible for the upkeep of all Red Bee Media meeting rooms, the bookings and maintaining the booking calendars for all shared meeting rooms.

Manage bookings for meeting room equipment such as conference phones, Projector and flip charts etc.

Responsible for distributing car park tickets to area car park reps, and ensuring that car park users have a windscreen pass.

Checking and authorising film permits for filming/photography requests within Red Bee Media areas.

Checking and authorising telephony requests and maintaining and monitoring the records.

Manage the BT conferencing account for conference call facilities.

Administering charge cards – processing applications forms, checking company statements and ensuring that users adhere to the policy.

Responsible for maintaining the Business Support pages on the Red Bee Media intranet and updating the content.

To provide ad hoc reports, project support and analyses as required.

Person Specification

Experience & Knowledge

Demonstrable administrative experience including accurate record keeping and maintaining databases.

Accustomed to working in a high volume, high pressure environment, responding to constantly changing demands.

Experience in forming positive working relationships.

Skills and Behavior

Demonstrates good attention to detail.

Demonstrates strong organisational skills.

An excellent team worker/player .

Demonstrates a diplomatic approach.

Ability to work calmly under pressure

Demonstrates a flexible and proactive approach

Competencies

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

Analytical thinking - able to simplify complex problems, processes or projects into component parts explore and evaluate them systematically.

Planning and organisation - able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines and resources.

Managing relationships - able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.

Influencing and persuading - able to present sound and well reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

Developing talent and diversity - coaches others to build on strengths and improve on weakness, gives and listens to regular, honest feedback, grows the Red Bee Media's new leaders, recruits and develops talent from a diverse range of backgrounds, connects with people from all parts of society.

Leading creativity - fosters imagination, creativity and experimentation, takes and promotes considered risks, celebrates creative successes and learns from failure, shows openness to alternative ways of doing things.

Communication - able to get one's message understood by adopting a range of styles, tools and techniques appropriate to the audience.

Flexibility - adapts and works effectively with a variety of situations, individuals or groups. Able

to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements.

(A job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved).