

## JOB DESCRIPTION

**Job Title:** Project Co-ordinator, 700MHz Clearance Programme.

**Reports to:** Head of Technical, 700MHz Clearance Programme.

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### About Digital UK

Digital UK is owned by the BBC, ITV, Channel 4 and Arqiva. The company co-ordinates management and development of the digital terrestrial television platform and the Freeview Play service. Digital UK is co-located and works in close collaboration with Freeview, which owns the Trade Marketing Licence for - and leads on consumer marketing of - the Freeview brand.

Digital UK and Freeview are co-located in offices in Fitzrovia, London. Working with Freeview we have jointly launched Freeview Play, a new connected television proposition. Freeview Play combines the best of free-to-air broadcast, on-demand and catch-up TV services, delivered in partnership with the world's biggest consumer electronics companies. We plan to make Freeview Play the UK's leading on-demand TV platform.

### About the role

Digital UK has been given formal responsibility by its Members to lead on the broadcast coordination and programme management aspects of their forthcoming licence obligations for the delivery of 700MHz Clearance, with a target delivery date of Q2 2020. In light of these responsibilities, Digital UK has established a dedicated team to lead this activity, which is an integral part – and draws upon the resources – of the company's wider responsibilities.

As Project Co-ordinator you'll be supporting the delivery of a large-scale Digital Terrestrial Television (DTT) infrastructure design and build programme.

You'll provide effective coordination and support the technical review process for all required funding requests, coordinating with key stakeholders to communicate technical messaging and ensure accurate reporting of information.

You'll be working with key stakeholders including Broadcasters (Multiplex Operators), Ofcom and Arqiva.

### Responsibilities

- Working across three workstreams: frequency planning, rollout planning and infrastructure planning, generating and circulating key project information and technical documentation, which may be required for the governance groups or other wider programme requirements.
- Support the Head of Technical and the wider 700MHz Programme Team through the management of key project documentation.

- Understand the main programme plan deliverables, milestones and work to deadlines within that plan.
- Contribute to the decision-making technical governance groups and provide secretariat duties for these governance groups.
- Manage the “DTT Platform” – our business critical project documentation database.
- Support the production and delivery of infrastructure grant applications, working closely with stakeholders to ensure all information is accurate and evidence-based and that the schedule meets the requirements for stakeholder’s procurement and build.
- Contribute to the PMO’s Monthly Report process, with updates, risks and issues, and reporting information.
- Co-ordinate Planned Engineering Work information and technical plans for viewer communications, including on screen captions, and produce internal briefings to support these viewer impacting events during the programme.
- Work collaboratively with the Programme Team and key stakeholders; Broadcasters Ofcom and Arqiva in respect of the programme activities.

### **Experience, knowledge and skills required**

- Extremely organised individual with excellent delivery skills and a background in technical programme management.
- Strong written and verbal communications with attention to detail
- Highly collaborative approach and comfortable working in a dynamic team environment.
- Previous experience of working on the delivery of similar technical projects would be highly desirable.
- Previous experience working with grant-funded activity or similar would be highly desirable.
- Good computer skills and familiarity with Microsoft Office products, particularly Excel, Outlook, Word and PowerPoint are required.
- Some experience of database applications such as MS Access or MySQL would be desirable.

### **Personal Attributes**

- Pragmatic and proactive approach to managing priorities and solving problems
- Passion for the success of the UK television and the long-term health of the Freeview platform.
- Be a team player and enjoy working as part of a small highly focussed team.
- Highly organised, responsive, with strong attention to detail.
- Thrive on working in a demanding and dynamic small company.

### **Key Competencies**

For successful performance in this role the successful candidate must demonstrate:

- **Planning and Organising** - Able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking

account of all relevant issues and factors such as deadlines, staffing and resource requirements.

- **Communication** - Ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Collaborative Team Player** - Ability to build and maintain effective working relationships across different stakeholders. Ability to present sound and well-reasoned arguments to convince others, in both Digital UK and Freeview but also industry wide.
- **Imagination / Creative Thinking** - Ability to transform creative ideas/ impulses into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions.
- **Analytical Thinking** - Able to simplify complex problems or projects into component parts, and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for problem solving and development.

#### **General**

- The role is full-time based in central London, and the position is offered on a permanent contract basis.
- Salary is dependent on skills and experience.

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