Digital UK is owned by the BBC, ITV, Channel 4 and Arqiva. The company co-ordinates management and development of the DTT platform and the Freeview Play ("FVP") 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.

About the Role

Digital UK has been given formal responsibility by its Members to lead on the broadcast co-ordination and programme management aspects of their forthcoming licence obligations for the delivery of 700MHz Clearance ("clearance"), which is expected to be delivered at the latest by 2021.

In light of these responsibilities, Digital UK is establishing a dedicated team to lead this activity, which will be an integral part – and draw upon the resources – of the company’s wider responsibilities.

This new role – Head of Technical - 700 MHz Clearance – will lead the planning, organisation and delivery of Digital UK’s technical responsibilities. The role will be the primary point of contact between Digital UK and the DTT Multiplex Operators, Arqiva TransCo, Ofcom and other bodies and individuals involved in the technical elements of the clearance programme.

This role requires an individual with a strong background in managing large technical change programmes of a similar nature, with a strong preference towards experience relating to the UK’s terrestrial broadcasting sector and/or spectrum clearance. They should be highly organised with experience of delivery in complex stakeholder environments, with the ability to chair groups, lead technical teams and coordinate technical deliverables.

The role will report to the 700 MHz Clearance Programme Director. It is expected that this role will be funded by grants awarded by Ofcom as part of the 700 MHz clearance programme.

Responsibilities

- To lead on all aspects of technical planning, delivery and reporting of Digital UK and the UK’s Multiplex Operators’ responsibilities with regard to 700MHz clearance.
- To work closely with Ofcom’s spectrum planning team to coordinate and manage DTT spectrum planning work, deliverables and reporting milestones of behalf of the Multiplex Operators.
- To work closely with Arqiva Transco and the Multiplex Operators to coordinate and manage deliverables and reporting milestones associated with the complex DTT infrastructure re-engineering programme, including chairing the Technical Working Group and reporting progress to other relevant governance groups.
- To work closely with the group responsible for developing and agreeing the Clearance Rollout Plan, confirming the timetable and sequence of clearance events,
developing and progressing options to bring forward the delivery and managing dependencies and reporting.

- To assess and report on all aspects of predicted coverage changes and viewer impacts caused by spectrum planning, rollout planning and infrastructure, and to work with the Programme Director to ensure the wider programme is suitably informed to take appropriate action.
- Oversee production and delivery of any 700 MHz technical documentation, which may be required for the governance groups, DUK Board, the Ofcom 700 MHz Board (SCAP-MB) or other wider programme requirements.
- Oversee the production and delivery of infrastructure grant applications, working closely with Arqiva Transco to ensure all information is accurate and evidence-based and that the schedule meets the requirements for Arqiva’s procurement and build.
- Work closely with the 700 MHz PMO to manage all inputs into the Clearance Delivery Plan and any associated reports and papers, including reporting against programme objectives, managing change and flagging and monitoring technical risks and issues.
- Contribute to the PMO’s Monthly Report process, ensuring all technical updates are provided on schedule, risks and issues are flagged and managed, and reporting information is reviewed and accurate.
- To line manage a small number of direct reports as appropriate to ensure Digital UK’s responsibilities for 700 MHz technical coordination are being managed effectively.
- Work closely with the wider DUK team to ensure the requirements of the 700 MHz technical work are understood and processes are in place to manage them effectively.
- To oversee development, maintenance and updates of the information systems required to manage the technical deliverables.
- Establish and manage relationships with technical representatives in the programme’s stakeholders including Multiplex Operators, Arqiva Transco, Ofcom, DCMS and the wider industry.

Skills/experience required

- Extremely organised individual with exceptional delivery skills and a strong background in technical programme management.
- Strong leadership skills with experience of chairing groups and leading cross-organisational teams.
- Strong written and verbal communications with the ability to lead confidently in a technical environment.
- Highly collaborative approach and comfortable working in a dynamic team environment.
- A strong understanding of the technical and operational aspects of the UK terrestrial broadcasting sector would be highly desirable.
- Previous experience of working on the delivery of similar spectrum clearance events would be highly desirable
- Previous experience working with grant-funded activity or similar would be highly desirable.

Personal Attributes

- The ability to build relationships and trust with a wide range of colleagues that span multiple organisations with multiple and sometimes conflicting objectives.
- Pragmatic and proactive approach to managing priorities and solving problems

January 2016
• Passion for the success of the UK television and the long-term health of the Freeview platform.
• Enjoys being part of and motivating a team
• Highly organised, responsive, with strong attention to detail.
• Thrives on working in a demanding and dynamic small company.

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.