

## **JOB DESCRIPTION**

**Job Title: Team Assistant, Scotland**

**Reports to: Paul Hughes, National Manager, Scotland**

### **About Digital UK**

Digital UK is the independent, not for profit organization created by the public service broadcasters (the BBC, ITV, Channel 4, Five, Teletext and S4C) and the digital terrestrial television multiplex operators (SDN and Crown Castle) to implement the Government policy of digital TV switchover in the UK between 2008 and 2012. STV North and STV Central switch in 2010 and 2010-2011. Digital UK's job will be to make sure that switchover happens: on time and in a way that makes it as simple as possible for the public. Our main tasks are:

- ⌚ Explain to the public what switchover is, and how and when it is happening
- ⌚ Co-ordinate all the main parties involved in switchover including the broadcasting industry, Government, Ofcom (the communications regulator), local government and the voluntary sector.
- ⌚ Oversee the technical process of converting the UK's terrestrial transmitter network from analogue to digital.

### **About the role**

This is an exciting time to be joining Digital UK and an opportunity to play a major role in a project of national importance. Digital TV switchover is the biggest event in broadcasting since the introduction of colour TV and will affect every viewer in the country. This role offers an opportunity to work with us as we develop our regional and national structure.

Reporting to the National Manager, you will implement Digital UK's activities in the STV North and STV Central area where you will be based. Your work will include.

- General administration of the Digital UK Scotland team.
- Supporting and co-ordinating the Digital UK Scotland team.
- Representing Digital UK to local stakeholders. Including Scottish Government, elected representatives, local government, consumer groups, voluntary organisations, retailers and aerial installers as and when required.

You will be a self-starter, well organized, good with detail and comfortable working in an office, at home or on the road.

Initially the contract will be until the completion of digital switch over in the STV regions (around 2 years) but may be extended by mutual consent.

## **Overall objectives**

- To generally and administratively assist the National Manager and the DUK Scotland Team.
- To represent the company with the public, stakeholders and partners on a day-to-day basis.

## **Specific responsibilities**

- To assist the National Manager at his direction.
- To take a lead in running the administrative functions of Digital UK's operation in Scotland.
- To co-ordinate day-to-day communications between the team and stakeholders.
- To co-ordinate communications between Digital UK's Scotland team and the rest of the organization.
- To assist in the day-to-day co-ordination of activity around Scotland.
- To assist with the team's information resources – particularly the stakeholder/contacts database.
- To represent Digital UK in public where required.

## **Experience, knowledge and qualifications required**

- Excellent organizational and administrative skills.
- Ability to self start and willingness to take responsibility.
- Good presentational skills.
- Some knowledge/experience of the switchover programme.
- Some understanding of what digital TV switchover means for the public.
- Willingness to travel if required.
- Quick thinking, responsive and flexible.
- Possession of a full current driving licence and access to a car for which appropriate expenses will be paid.
- Good computer skills and familiarity with Microsoft Office products, particularly Outlook, Word and PowerPoint are required.
- Based in the STV North or STV Central with the ability to work from home, an office or on the road.

## **How to apply**

The salary for the post will be £20,000 - £24,000 p.a. depending on skills and experience. Other details of the compensation package may be discussed at interview.

For more information about the role please e-mail: [Paul.Hughes@digitaluk.co.uk](mailto:Paul.Hughes@digitaluk.co.uk)

Your application should comprise a CV and a single side letter summarising why you are attracted to the post and what you think you could bring to the job.

Please send your application to by e-mail to: Paul.Hughes@digitaluk.co.uk.

Closing date: Monday 8<sup>th</sup> June 2009