**BRISTOL CITY COUNCIL PERSON SPECIFICATION**

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| **Job title:** | Senior Bristol Film Manager |
| **Bristol grade:** | BG14 (£42,683 - £45,591) (12 month contract) |
| **Managed by:** | Head of Culture & Creative Industries |
| **Responsible for:** | UNESCO City of Film Co-ordinator, Bristol Film Officer,  The Bottle Yard Studios’ Business Manager & Site Co-ordinator. |
| **Directorate:** | Growth and Regeneration |
| **Service area:** | Culture & Creative Industries |

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| **Preferred assessment method** | |
| **A** | Application |
| **AC** | Assessment centre |
| **I** | Interview |
| **PA** | Practical assessment |
| **P** | Presentation |
| **T** | Test |

The table below sets out the essential and desirable knowledge skills and aptitude required to do this role.

**Essential** **(MUST HAVE)** = minimum skills, qualifications, knowledge and experience required to perform in the role

**Desirable** **(COULD HAVE)** = skills, qualifications, knowledge and experience required that will help the jobholder to perform in the role

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| **Requirement - ESSENTIAL** | **Method** |
| 1. Proven experience of working in or with the film or TV industry in a senior role, understanding of production practices, demands and personnel | **A, I, P** |
| 1. Demonstrable experience of successfully managing a busy and proactive team, including management of staff | **A, I, P** |
| 1. Strong negotiation and diplomacy skills. The ability to act as mediator and resolve conflicting priorities with a positive and progressive approach | **A, I, PA** |
| 1. Proven experience of setting up, managing and evaluating complex projects, including stakeholder engagement and managing budgets | **A, I, P** |
| 1. The ability to establish, manage and develop partnerships with external individuals, businesses & organisations locally, nationally and/or internationally | **A, I, P** |
| 1. Proven ability to act as a champion and service representative, both within the Council across all Services and at all levels, and externally - including willingness to travel to carry out promotional activity and communicate with a range of audiences. | **A, I, P** |
| **The following are BCC mandatory requirements:** |  |
| Able to demonstrate knowledge and/or experience of equalities and diversity issues | **A, I** |
| Have a working knowledge of Microsoft Office applications or equivalent including the following: Outlook, Word, Excel, Internet Explorer, and have a willingness to learn new applications and technology as appropriate.  Working knowledge of word processing and spreadsheet packages and manipulating computerised and/or paper based data/information. | **A** |
| The ability to converse with citizens and provide complex information in accurate spoken English, or through a BSL interpreter. | **A, I** |

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| **Requirement - DESIRABLE** | **Method** |
| 1. Experience of working in a local authority (whether paid or voluntary), or in using local authority services in a work-related capacity. | **A** |
| 1. Experience of managing a building or site in terms of facilities management, compliance, maintenance, etc. | **A** |
| 1. Experience of overseeing the management of health and safety practices and implementation of health and safety policy. | **A** |
| 1. Experience of HR procedures and policies including change management | **A** |