Programme Manager
Theatre, Film and Television

Closing date: 4 March 2019
Interview date: To Be Confirmed
Vacancy reference: 7336
INTRODUCTION

We seek a highly experienced, personable and pro-active Programme Manager for Creative Media Labs, an R&D partnership for the Yorkshire screen industries, led by the University of York, Screen Yorkshire and the BFI. This is a highly responsible leadership role working alongside the Director and other members of the Executive Board. As the senior programme manager, you will provide the Director with high-level assistance in all aspects of the setting-up, management and successful delivery of this new and complex partnership. You will be an effective, inspiring and dynamic leader able to work successfully with a range of stakeholders across the creative industries (from the BBC, BT and Sony to Yorkshire-based companies such as Warp, Revolution Software and Duck Soup), the HEI sector, policy bodies, local authorities and funders.

Creative Media Labs (CML) receives core funding from the Arts and Humanities Research Council, via the government’s Industry Strategy Challenge Fund, with match funding from the university and industry. It brings academia and industry together to develop innovative approaches to immersive and interactive storytelling across film, TV, games and other creative digital media. The core business is R&D, designed to grow the screen industries in Yorkshire.

You will formally be employed in the University’s Department of Theatre, Film and Television, but you will report to the CML Director. You will be based either on the University’s East Campus or in York city centre. You will sit on both the Executive Board and the Partnership Steering Board, and help to develop and deliver the partnership strategy. You will be responsible for the day-to-day management of this complex, multi-stranded partnership, and will manage a small delivery team, including an R&D Projects Manager and an Administrator. You will also manage the partnership’s finances and budgeting, its stakeholder relations, its communications work and its risk strategy. You will work with the team to ensure that CML is a well-organised, highly collaborative, professional and enjoyable place to work.
Main purpose of the role

To manage Creative Media Labs, in close liaison with the Director and Co-Directors, co-ordinating project team resources and tasks to achieve the required KPIs, deliverables and milestones; and to act as an advisor to the Directors on policy and strategic issues that relate to the successful outcomes of the project.

Key responsibilities (Role holders will be required to undertake some or all of the duties below)

Strategic leadership and management:

- Provide high-level professional support to and work closely with the Director and the other members of the Executive Team, to ensure robust, responsive and strategic top-level management and leadership;
- Contribute to the strategic development of CML;
- Refine and manage the Collaboration Framework agreements between the University of York, its core partners and the funders;
- Manage overall CML project scoping, planning, initiation, development, review and completion processes, to achieve stated KPIs, deliverables and milestones, including the long-term sustainability of CML;
- Design, implement and maintain a robust project management infrastructure, with agreed tasks, milestones, deliverables, associated resources and appropriate processes for assessing and minimising risk;
- Be a key enabler of change, by translating plans into action.

Operational delivery:

- Manage operational delivery of the CML partnership on a day-to-day basis;
- Manage project finances, budgeting and associated issues/ risks;
- Lead the delivery team, including line-managing an R&D Projects Development Manager and an Administrator, and providing vision and strategic direction;
- Manage communications, engagement, marketing and publicity, and other dissemination and public-facing activities;
- Lead on the development and/or commissioning of a robust Customer Relation Management system and gathering of evidence, monitoring and evaluation, against the required KPIs, deliverables and milestones;
- Oversee the process of monitoring and evaluating R&D projects;
- Oversee the calendar of meetings, events and other activities, ensuring information is easily available to all relevant staff and partners and appropriate actions are taken.

Governance:

- Play a key role in the governance of the partnership, including co-ordination and active membership of the Executive Board, Partnership Steering Board and Advisory Board;
- Provide effective management reporting to the Executive Board and Partnership Steering Board;
- Monitor and ensure compliance with all grant terms and conditions.

Maintaining and developing the partnership:

- Work with other members of the Executive Board to develop, monitor and maintain relationships with collaborating academic and creative industry partners, and other stakeholders, both within the university and in local and national government, policy and funding bodies and trade associations, and to identify and bring on new partners as appropriate;
- Act as a representative of and ambassador for the partnership in relationships with key stakeholders, both internally to the university and externally;
- Support the development of new projects, researching new initiatives and exploring funding opportunities that might enhance the scope and impact of the partnership;
JOB DESCRIPTION

- Prepare project briefs and plans and funding applications, and obtain appropriate support for such developments;

- Maintain professional contacts and relevant networks, including participating actively in the AHRC Creative Industries Clusters Partnerships programme and in Yorkshire screen industry fora;

- Identify and develop innovative models, including funding, for sustaining the CML partnership beyond the initial 4.5 years.

Condition of appointment

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate will be conditional on a Disclosure and Barring Service check.
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A good Honours Degree, or equivalent experience</td>
<td>Essential</td>
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<td>A professional qualification or membership of a recognised body, and/or substantial experience gained in working at a senior level within a complex organisation</td>
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<th>Knowledge</th>
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<td>Detailed knowledge of managing a budget, and authorising and reporting on expenditure against the budget</td>
<td>Essential</td>
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<td>Thorough understanding of the relevant professional, legal and ethical considerations</td>
<td>Essential</td>
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<td>Familiarity with principles of project and people management</td>
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<td>Some understanding of the key challenges facing the screen industries (film, television, games and other creative digital media), and especially innovation, research and development</td>
<td>Essential</td>
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<td>Some understanding of the HE sector, and especially research, impact, knowledge transfer, intellectual property and commercialisation</td>
<td>Essential</td>
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<tr>
<td>Some understanding of local/national support networks and funding bodies for research, innovation, knowledge transfer etc., including UKRI (incorporating the research councils and Innovate UK), Immerse UK, Digital Catapult etc.</td>
<td>Essential</td>
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<td>Some understanding of immersive and interactive technologies and the experiences that arise from the creative use of such technologies</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
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<td>Able to line manage a team, providing leadership, support, motivation and direction</td>
<td>Essential</td>
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<td>Proven project management skills, with substantial experience of strategic planning, policy development, service delivery and financial management</td>
<td>Essential</td>
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<td>Able to review strategic and operational procedures and processes; ensure they are fit for purpose and maximise efficiency; make recommendations for improvements as identified and implement agreed change</td>
<td>Essential</td>
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<td>An excellent communicator, able to present strategic objectives and a compelling vision to a variety of internal and external audiences; to speak and write clearly, concisely, passionately and persuasively, for meetings, grant applications, reports, publications etc.; and to provide detailed advice and guidance on specialist defined processes and procedures to internal and external contacts</td>
<td>Essential</td>
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<td>Excellent IT skills: including word processing, email, spreadsheets, Google applications, CRM systems etc.</td>
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<td>Able to manage large and complex projects with multiple partners</td>
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<td>Excellent organisational skills and a high degree of attention to detail</td>
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<td>Excellent problem-solving skills</td>
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<td>Able to work to tight deadlines; able to manage multiple projects and operational duties simultaneously; able to prioritise workload within these and manage the expectations of stakeholders</td>
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<td>Able to build good working relationships and liaise at all levels within and outside the University</td>
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<tr>
<th><strong>Experience</strong></th>
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<tr>
<td>Leading large, complex, collaborative projects with a range of stakeholders</td>
<td>Essential</td>
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<td>Managing project teams, including line-managing staff</td>
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<td>Setting up new projects and instigating appropriate procedures and systems</td>
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<td>Managing project finances</td>
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<td>High level liaison with external creative industry partners, large and small</td>
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<td>Managing publicly funded programmes including responsibility for meeting KPIs, financial reporting and ensuring compliance with specific funder requirements and constraints</td>
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<td>Working at a senior level in the creative industries and/or the HE sector</td>
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<td>Event organisation</td>
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<td>Supporting collaborative networks and working effectively with numerous stakeholders</td>
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<th><strong>Personal attributes</strong></th>
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<td>Motivated and self-reliant; comfortable working alone or in large, cross-disciplinary teams</td>
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<td>A proactive, adaptable and energetic approach to developing and delivering projects</td>
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<td>Pragmatic, results-driven and resilient</td>
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<td>Committed to personal development and updating of knowledge and skills</td>
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<td>Willingness to travel as required</td>
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<td>A creative approach with an ability to think laterally and to spot potential connections and opportunities</td>
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<td>Able to make decisions and bring others along in the process with integrity and authority</td>
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<td>A strong sense of task/project ownership</td>
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<td>Personal authority to enforce compliance with standards while maintaining good interpersonal relations with staff and colleagues</td>
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Creative Media Labs was established in October 2018 with a £5.5m grant from the Arts and Humanities Research Council, and match funding from the University and from industry partners. Led by the University of York, in partnership with Screen Yorkshire and the British Film Institute, it will support research and development for and with the Yorkshire screen industries. It brings together film, TV, games and digital media businesses from across the region, in collaboration with leading national and international companies and organisations, and a consortium of regional universities. The focus of the research and development is storytelling: Creative Media Labs will harness the latest digital technologies – and especially immersive and interactive tools and techniques – to develop innovative and commercially viable models for the next generation of screen storytelling.

The UK film, TV, digital media and games industries are already world-leading and a significant part of the UK’s creative economy. However, on-demand services, streaming, gaming, virtual reality and other immersive and interactive technologies, are changing how we create and consume this content, presenting both challenges and opportunities for the screen industries. Creative Media Labs and the Yorkshire screen industries cluster have the potential to lead the UK in these emerging fields, and our partners are eager to seize the opportunity to develop exciting new narrative experiences.

We have established a substantial programme of funding, responsive to the needs of industry. Initial projects include developing second-screen narrative experiences; VR storytelling; interactive and immersive story-worlds; personalised and responsive television narratives; the use of big data and artificial intelligence to shape content creation and delivery; and the development of tools for producing and delivering such experiences. New themes will emerge as new challenges are identified.

The core activities, and especially the management and administration of Creative Media Labs, will be based at the University of York, and will probably have offices, development labs and production and demonstration facilities on both the University’s East Campus and in York city centre. The core academic staff are based in two departments: Electronic Engineering; and Theatre, Film and Television. The Programme Manager will be formally employed as a member of the Department of Theatre, Film and Television, but line managed by the Director of CML.

The Department of Theatre, Film and TV (TFTV)

TFTV is a highly innovative department that brings together
research, teaching and commercial activities in the fields of interactive media, film, television and theatre. A number of key themes run across the department’s research, including storytelling, interaction, performance, communication and intermediality. Both its research activities and its teaching combine theoretical and historical enquiries with creative practice, and it has superb production and performance facilities. Exploiting these attributes and the talent of its staff, TFTV has developed a very strong reputation for the quality of its teaching and research.

The department currently has 34 academic staff, as well as research staff and a team of support staff, providing administrative and technical assistance in the department. The academic staff includes both leading scholars and scientists, and award-winning industry professionals. The department also has excellent links with media and communication companies, such as BBC, BT, ITV, C4, Sony, with theatre companies including National Theatre, Royal Shakespeare Company, The Globe and York Theatre Royal, but also with various other cultural institutions and SMEs in media production and games.

The Department of Electronic Engineering at York undertakes world-leading research with groups working across disciplines in three overarching groups: Communication Technologies (including the AudioLab); Intelligent Systems and Nano-science; Engineering Education and Management. The research groups work with industry and universities across the world, while providing a friendly and supportive environment for staff and students. The AudioLab in particular has developed a significant reputation in audio and music technology over many years. Research in immersive and virtual acoustic environments is a particular strength, supported through collaboration with partners from across the engineering, creative, digital and cultural industries.

Like TFTV, the department has a long-standing reputation for high quality teaching and learning and highly employable graduates. The Department is consistently highly ranked for Electronic Engineering in the annual National Student Survey. The Department has 40 academic staff, as well as research staff and a team of support staff, providing administrative and technical assistance in the department. The Department holds an Athena Swan Bronze Award in recognition of its commitment to equality, diversity and inclusion, and its fostering of a supportive culture that helps staff and students reach their full potential.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7336
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 4 March 2019

What will I need?

You will need to upload:

- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 3 referees.

Help and assistance

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835