

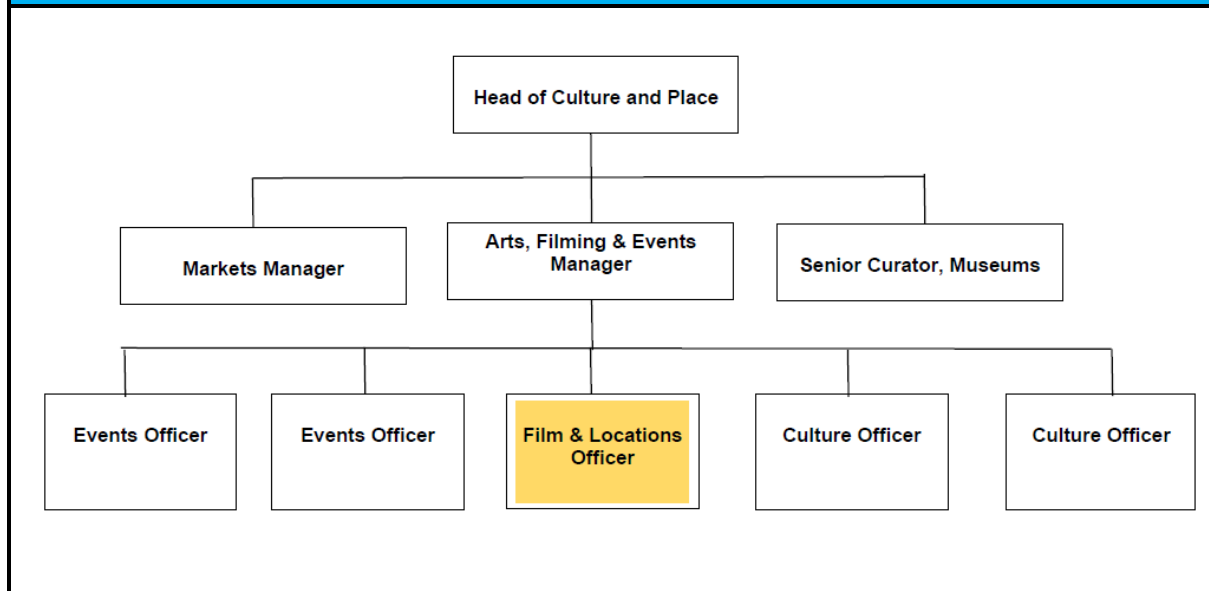
JOB DESCRIPTION

Job Title	Film & Locations Officer
Position Number(s)	50982406
Department	Cleaner, Greener, Cultural Services
Section or Service	Culture Service – Arts, Filming & Events
Grade	HMGN221

DESIGNATION:

Responsible to:	Suzel Pitty
Employees directly supervised (if applicable):	

Family Tree



1. JOB PURPOSE:

- Assist in implementing the Council's Culture Plan (2020-2025), undertaking a project management, planning, delivery and advisory role within the Service on film-focussed actions, and promoting its overall aims, objectives and values.
- Manage specific workstreams of the Culture Plan including support for local filmmakers and "behind the scenes" careers trips for young residents.
- Act as the responsible point of contact for all filming and photography activities in public areas, parks, highways and council properties across the borough, co-ordinating all aspects of planning for shoots; from application through to delivery, advising on the suitability and availability of locations, relevant health and safety directives, Council guidelines and policies, and ensuring all relevant approvals, permissions and consents are in place.
- Promote filming in the borough, with a high-quality service and seamless customer experience for film and photography companies, businesses and residents, ensuring the safe and effective delivery of any shoot.
- Minimise negative impact on local communities, businesses and residents through clear communications and consultation.
- Manage the income for all aspects of filming, identifying - where possible - how to maximise commercial and partnership opportunities associated with filming activities to increase financial and reputational benefits for the Council.

2 DESCRIPTION OF DUTIES:

- Manage the co-ordination and planning of filming and photography in public spaces: from application through to planning and delivery, advising on the suitability and availability of locations, relevant health and safety directives, Council guidelines and policies, and ensuring all relevant approvals, consents and permissions are in place.
- Ensure that all the information required by Council operational teams supporting filming and photography activities are provided and accurate.
- Support Council and Council-contracted staff working at any location are fully aware of their roles and responsibilities to ensure that film productions run smoothly and safely.
- Manage and deliver effective consultation and communication with key stakeholders to minimise disruption to local communities, businesses and residents caused by filming and photography activities.
- Manage and grow the film location library in order to offer excellent customer service that is competitive with the private sector.
- Maximise the benefit of filming in the borough through promotion of famous film locations and the borough's film offer, including via the dedicated Film Office Instagram platform.
- Provide best practice advice and guidance to filmmakers and production companies, and to Council colleagues, to identify and resolve event risks and help others to develop their

knowledge and expertise to ensure safe and successful film production management in the borough.

- Facilitate an effective debrief process for film shoots held in the borough, involving both from both Council staff and external agencies, collating feedback to develop improvement plans.
 - Ensure all film activities supported by the service reflect the values and aspirations of the Council, protecting the reputation of the Council at all times.
 - Grow film production facilitation to deliver increased income or expenditure savings, maximise revenue in line with targets and assist with the monitoring the budget.
 - Work with productions intending to use the borough as a film location to develop a range of “behind the scenes” careers trips for young residents, prioritising Looked After Children (LAC).
 - Keep up to date on all licensing, health and safety, and other filming legislative requirements, and comply with relevant legal, regulatory, policy and procedural standards.
 - Collate and prepare information for reports to elected members and senior managers on all matters relating to filming, including strategic guidance for planning and management, statistics, service performance and budgetary monitoring purposes.
 - Manage contracts, and maintain, develop and review systems, processes and procedures to secure a cost-effective service and continuous improvement.
 - Act as a collegiate member of the Culture Service, working with colleagues in a proactive, innovative and effective way, collaborating and supporting team colleagues with their wider workstreams, where necessary, and with particular regard to events and Notting Hill Carnival.
 - Work within the Council’s financial regulations on procuring services, raising purchase orders and paying invoices using the council’s financial systems.
 - Carry out the role in compliance with the Council’s Constitution, being familiar with the policies and procedures relevant to the job and asking for information and advice if unsure of the correct course of action.
 - Seek and act upon customer feedback, and ensure all complaints and queries are dealt with in a professional and timely fashion and escalate to managers accordingly if a resolution is not found.
 - Proactively work with the Arts, Filming & Events Manager to address professional training and development needs.
 - Undertake any other relevant duties allocated by the Arts, Filming & Events Manager.
 - Be flexible with evening and weekend work, when required upon agreements.
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(WHERE APPROPRIATE)

Quote figures which give a picture of the job as follows:

- (a) Annual budgetary amounts with which the job is either directly or indirectly concerned**

Income Targets for Filming: £129,700 [directly concerned]

- (b) Any other statistics relating to the work**

Annual key performance indicators on number of filming enquiries, enquiries converted into income, and engagement with dedicated social media

I agree to the above job description

Post Holder.....

Date.....

Director / Chief Officer.....

Date.....

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Film & Locations Officer
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	<p>Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
B	<p>Qualifications</p> <p>Essential:</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Educated to degree level
C	<p>Skills; Experience and Attitude</p> <p>Essential:</p> <ul style="list-style-type: none"> • Experience of dealing with filming companies, location managers and other media • Strong communications and stakeholder management skills • Ability to manage priorities and work to deadlines • Attention to detail • Ability to work across a variety of different subject disciplines. • Excellent customer service skills <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of borough polices regarding the use of public spaces both highway and private land for filming use

Our Values & Behaviours	
D	<div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">PUTTING COMMUNITIES FIRST</div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	<div style="background-color: #4caf50; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">RESPECT</div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	<div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">INTEGRITY</div> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible, and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued

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WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.