

Creative Scotland

Job Description



Job Details			
Job Description	Business Development Officer		
Job Title:	Business Development Officer		
Directorate:	Screen	Reports to:	Head of Business Development
Grade:	C		

Job Purpose
<p>The Business Development Officer will support the Head of Business & Market Development in the development and growth of Scotland's screen sector companies, through strategic interventions, providing access to specialist commercial expertise, and development of relevant support mechanisms.</p> <p>The role will be varied, involving:</p> <ul style="list-style-type: none">• assessing and making recommendations on funding applications and targeted projects• keeping an overview of businesses engaging with Screen Scotland slate development across scripted and unscripted companies• maintaining up-to-date contacts database for full Screen team needs• coordinating (or leading where appropriate) relevant support activities, programmes and projects for producer and production company development• building and maintaining supportive relationships with Scotland's screen businesses and screen sector stakeholders, to develop and engage with strategic market opportunities• events support and administrative work on one-off projects as they arise within the team

Specialist Knowledge, Expertise, and/or Experience (if applicable)
<ul style="list-style-type: none">• Knowledge and experience of the Scottish screen sector, of its companies, of the market structures and value chains within the film and TV industries - locally, across the UK and internationally - along with Screen sector and/ or related creative economy areas.• Partnership management of programmes and projects with multiple delivery organisations and stakeholders.• Digital systems and information management including client databases and cloud-based platforms.

Key Duties & Responsibilities

Your job description is intended as a flexible framework which outlines the key areas of activity within your job. Other activities may be required which are not outlined in the list below but which are appropriate to the job grade.

Work with the Head of Business & Market Development to champion and support Scotland's screen sector companies, across genres by:

Strategic & Development duties & responsibilities

- Delivering agreed strategic projects and initiatives that will progress Screen Scotland's business and market development ambitions across Scotland, the UK and internationally
- Inputting to support for companies in receipt of Screen Scotland slate funding, to ensure good strategic relationships with key executives and producers, and ongoing review of their progress.
- Working collaboratively with internal colleagues, external partner organisations and individuals to deliver Screen Scotland's Strategy to achieve business growth and sustainability.
- Advising partners, organisations, companies and individuals across Scotland, the UK and internationally where appropriate, providing specialist business support and market development advice and guidance.
- Working collaboratively with the International Distribution & Commercial Development Screen Officer to coordinate strategic support of screen companies, key talent and delegations, to avail of and engage with film and TV markets and to pursue commercial opportunities.
- Developing and maintaining relationships with partners to ensure that screen companies business support needs are addressed within TV production, film production, animation, VFX & post, training, and exhibitors and distributors.
- Liaising with the Screen Production and Skills Officer in relation to Skills and Talent development opportunities, ensuring a coordinated and wide-ranging approach to business support.
- Adopting a proactive approach to Equalities, Diversity and Inclusion (EDI), actively encouraging a more accessible approach towards underrepresented groups in Scotland's film and TV sectors with the aim of diversifying and increasing access.
- Actively maintaining a national and international overview of your area of responsibility, ensuring that you keep your specialist knowledge up to date and in line with the current developments in the sector.
- Reviewing on an ongoing basis the business support landscape to ensure that the needs of screen companies are adequately addressed, and developing additional provision to fill any gaps.
- Occasionally attending national and international events representing Screen Scotland, deputising for the Head of Business & Market Development where necessary.

Operational & Funding duties and Responsibilities

- Development and maintenance of robust database of key screen contacts and stakeholders.
- Work with the Creative Scotland Communications Team to develop and deliver relevant industry events.
- Gathering data and draft reports for the reporting of progress against agreed performance metrics to Creative Scotland Board, Screen Committee and Scottish Government.
- Contributing to the review and planning of funding and development programmes
- Maintaining an overview of relevant organisations in receipt of Creative Scotland Multi-Year Funding, acting as Lead Officer for allocated organisations as required, maintaining positive and effective relationship management.
- Completing assessments for Screen Scotland's funding programmes, providing strategic and specialist guidance and feedback, and contributing to panel decision-making as appropriate
- Ensuring appropriate evaluation, reporting, and monitoring processes are implemented, working closely with colleagues to ensure the effective monitoring of any agreed funding agreements.

Person Specification	
Qualifications	Either a relevant undergraduate degree or equivalent professional experience in terms of the intellectual, reasoning and analytical requirements of the job.
Experience / Knowledge	<ul style="list-style-type: none"> • Recent working experience in the film and TV sector within a commercial/business development/production capacity. • Knowledge of the wider business, public (and voluntary) sector in support of the screen/ creative sector/arts in Scotland, including Creative Scotland's role as a national arts agency and its relation to central government, local government and public agencies. • Knowledge and experience of screen sector companies and the different working practices and business models across film and TV. • A background in/knowledge of distribution is advantageous. • Track record of successful project planning and delivery, ideally with experience of managing several projects concurrently. • Experience of effective budgeting and budgetary control. • Experience of carrying out detailed assessment of proposals, options appraisals and producing analytical reports and recommendations. • A successful track record of working positively and collaboratively with stakeholders and partners and the ability to broker new relationships. • An understanding of Equalities, Diversity and Inclusion (EDI) within your specialism
Skills / Attributes	<ul style="list-style-type: none"> • Highly developed interpersonal skills including, communication, influencing, negotiating • Excellent administration / project and resource management skills • Plain English (business) report writing and presentation skills • Highly organised, with ability to self-plan and prioritise workloads • Effective IT skills, particularly Microsoft Office • Effective decision-making skills • Adaptive resilience

Our Strategic Framework

Screen Scotland drives development of all aspects of Scotland's film and tv industry, through funding and strategic support.

Screen Scotland is part of Creative Scotland and delivers these services and support with funding from Scottish Government and The National Lottery.

Screen Scotland's Strategy sets out Screen Scotland's aims to 2030/31. Under this Strategy we will focus on:

- Driving economic growth and create a strong, sustainable centre of gravity for production in and from Scotland.
- Doubling down on strengthening locally originated films, TV and content.
- Pushing for new ways to assemble, excite and inspire Scottish film makers and audiences for Scottish work.

Creative Scotland's most recent Annual Plan sets out a shared vision for creativity and culture in Scotland. The plan outlines Creative Scotland's Strategic Framework;

What we want to see:

- People and organisations working in art and creativity are supported to make work of quality and ambition that enriches life in Scotland for everyone.
- More people from all parts of society access, participate in and value a range of artistic and creative activities.
- Art and creativity are recognised by people at home and abroad as a central part of our nation.

We will do this by:

- Ensuring that the funding we distribute from Scottish Government and the National Lottery delivers the widest possible public benefit across Scotland.
- Advocating for the arts and creativity, promoting policy and practice that enhance their growth.
- Using our skills, knowledge, and expertise to enable creative development.

We will prioritise:

- Equalities, Diversity and Inclusion: Supporting a diverse range of creative people, communities, and activity, promoting an equality of opportunity to create, participate and engage.
- Sustainable Development: Helping tackle the climate emergency and supporting the growth of sustainable creative businesses across Scotland.
- Fair Work: Promoting fair pay, conditions, and employment opportunities across the creative sector.
- International: Developing innovative and sustainable ways of strengthening international collaboration and promoting artistic and cultural exchange.

We will commit to:

- Increasing the diversity of who receives and benefits from our support.
- Ensuring all our support contributes to fair pay, conditions, and employment opportunities.
- Significantly reducing the environmental impact of our work and those we support.
- Responding to local contexts, promoting artistic development and business sustainability across all parts of Scotland.
- Building on our existing support for international collaboration and artistic exchange.

Competencies & Behaviours

At Creative Scotland there is suite of competencies and behaviours which you are required to demonstrate in the performance of your job. Our competencies and behaviours focus on 3 key areas:

- **People & Relationships:** about how we build and manage relationships with people, internal and external, to Creative Scotland.
 - o Collaborative working
 - o Leadership
 - o Communication
- **Delivery & Performance:** about performance and how, in order to deliver, everyone should understand the organisation's Strategic Framework; where and how their role fits, and what contribution is required from them.
 - o Understanding the Vision
 - o Accountability
 - o Decision Making
 - o Performance
- **Development & Improvement:** building an environment of continuous improvement and learning so that the services we deliver are continually improving through our people and our processes.
 - o Building Knowledge & Expertise
 - o Continuous Improvement
 - o Adaptability & Flexibility