

# Creative Scotland Job Description

## Screen Officer – Scripted



Job Details			
<b>Job Title:</b>	Screen Officer - Scripted		
<b>Directorate:</b>	Screen	<b>Reports to:</b>	Head of Scripted
<b>Grade:</b>	C		

Job Purpose
<p>Screen Scotland is the national body that drives development of Scotland’s film and tv industries, 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.</p> <p>The aim of this role is to work with colleagues to increase quality, quantity and diversity of output across scripted by providing advice, guidance and support to individuals and organisations across the sector. We will seek to unearth new talent, support emergent talent and manage the scripted pipeline. We will work collaboratively with broadcasters and other strategic partners to achieve this.</p> <p>In addition, the role will be to assess and make recommendations on funding applications and coordinates relevant activities.</p> <p>This role will support the full scripted talent pipeline, from pre first feature schemes in film through to the new talent schemes in TV as well as funding of individual slates or projects at both development and production stages at Screen Scotland and supporting collaborative working with broadcasters and other strategic partners.</p>

Specialist Knowledge, Expertise, and/or Experience (if applicable)
In-depth knowledge and experience of Film or TV Drama & Comedy in Scotland, the UK and internationally.

Key Duties & Responsibilities
<p><b><i>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.</i></b></p> <p><b>Strategic Development Duties &amp; Responsibilities:</b></p> <p>You will work collaboratively with a range of internal colleagues, external partners, organisations and individuals in order to deliver Screen Scotland’s ambitious plans as set out in Strategy to 2030.</p> <p>In conjunction with the Head of Scripted you will oversee the quality, breadth and diversity of the funded slate overall whilst building key external partnerships.</p>

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Support the Head of Scripted in providing editorial support and advice throughout development, financing and production of funded projects and key partnerships through to delivery and distribution.

Adopt a proactive approach to EDI where possible, actively encouraging a more accessible approach towards underrepresented groups in Scotland film & TV sector with the aim of diversifying audiences, increasing audiences and increasing access.

You will actively ensure that you maintain a national and international overview of your area of responsibility, ensuring that you keep your specialist knowledge up to date in line with the current developments in the sector.

Support the development and delivery of agreed strategic projects and initiatives that will progress Creative Scotland's ambitions across Scotland, the UK and internationally.

Support the Head of Scripted in providing editorial support and advice throughout development, financing and production of funded projects and key partnerships through to delivery and distribution in order to increase the pool of readers and editors and develop scripted talent.

Provide support to the Head of Scripted on scripted projects coming through the relevant funding routes whilst monitoring Scottish based projects and using the most appropriate strategic tools for talent development.

Support the Head of Scripted in the delivery of Screen Scotland's Strategy and approach to the scripted talent pipeline and be responsible for the agreed aspects within your specialism in line with the priorities set out in the strategy.

Assist the Head of Scripted in developing the infrastructure to build a talent pool of editors, ensuring development of editorial expertise within the sector.

### **Funding Duties & Responsibilities:**

Contribute to the effective development, financing and production of funded projects through to delivery and distribution.

You will support activities relating to Creative Scotland's funding programmes, including:

Acting as primary contact for allocated organisations, maintaining positive and effective relationship management.

- Assess applications for funding against agreed criteria and/or provide specialist/expert support to others' assessments, including:
  - Providing pre-application guidance
  - Providing feedback on funding decisions
  - Providing specialist comments for other teams when required
  - Contributing to panel decision making
  - Ensuring monitoring and review processes are implemented during the funding period, working closely with colleagues to ensure the effective monitoring of any agreed funding agreements.

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### Operational Duties & Responsibilities:

Manage and co-ordinate the delivery of agreed project related initiatives and activities which contribute towards the achievement of the Screen Scotland’s ambitions, vision and strategic priorities.

Contribute to the evaluation of agreed projects or assigned programmes and participate in cross organisational groups when required.

Provide support, advice and guidance to several key partnerships within your areas of responsibility.

### Person Specification

<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>• Editorial experience in Drama and/or Comedy</li> <li>• Knowledge of talent across Scotland, including those from underrepresented backgrounds.</li> <li>• Knowledge of the broader film and TV landscape and a track record of successful project planning and delivery, ideally with experience of managing several projects concurrently.</li> <li>• Experience of effective budgeting and budgetary control.</li> <li>• Experience of carrying out detailed assessment of proposals, options appraisals and producing analytical reports and recommendations.</li> <li>• Broad knowledge of the other art forms, creative policy areas/ relevant functional area of expertise.</li> <li>• An understanding of equalities, diversity and inclusion with experience of implementing EDI within your specialism.</li> <li>• A successful track record of working positively and collaboratively with customers, stakeholders and partners and the ability to broker new relationships and the ability to broker new relationships.</li> <li>• Knowledge and experience of growing and developing scripted talent with new and established writers and producers.</li> <li>• Recent editorial experience in the film and TV sector within a commercial environment.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Either a relevant undergraduate degree or equivalent professional experience in terms of the intellectual, reasoning and analytical requirements of the job.</li> </ul>
<b>Skills / Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills including, communication, influencing and negotiating</li> <li>• Effective administration / project and resource management skills</li> <li>• Plain English (business) report writing skills</li> <li>• Highly organised, with ability to self-plan and prioritise workloads</li> <li>• Excellent IT skills, particularly Microsoft Office</li> <li>• Excellent decision-making skills</li> <li>• Adaptive resilience</li> </ul>

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### Our Strategic Framework

This Framework is aligned to our formal remit and legislative duties, setting out our broader aims as well as our priorities for supporting future recovery and renewal of the arts, screen and creative industries across Scotland.

#### 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 & 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.

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### 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 Vision and Priorities; 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