

<b>Job Title:</b>	Senior Media Manager - Operations
<b>Job Level (GJC):</b>	I6
<b>Reports To (Job Title):</b>	Media Lead – Operations
<b>Job Function:</b>	Creative Media
<b>Job Family:</b>	Design and Media
<b>Career Stream:</b>	Individual Contributor
<b>Division or Group Function:</b>	Technology and Operations
<b>Country and Location:</b>	UK

## Job Purpose – in brief

Provide direction to all aspects of Media asset management, image rights and permissions, process, IP and data capture, budget management and reporting, supplier liaison, best practice and future facing archiving workflows for accessibility and strategic initiatives for ELT.

Contribute to the team to deliver a programme of customer-focused integrated solutions that promote the teaching of English more effectively than competitors and maximize return on investment whilst remaining consistent with the Division's Strategic Objectives and OUP's Mission Success Factors.

## Key Accountabilities & Relationships – what I need to do and who I need to engage

1. Contribute to all aspects of the management of operations within Media, ensuring comprehensive data capture, workload management and effective processes to support operations.
2. Contribute to supplier strategy for delivering best in class Media across the team in a sustainable and cost-effective manner, including selection, negotiation, on-boarding, briefing, workload management and KPIs, through regular supplier meetings with Global Content Creation suppliers, with support from the Media Lead – Operations, procurement team and other media leads. Including extensive communication with suppliers to ensure effective production and delivery of ELT materials.
3. Collaborate with Media Lead – Operations, and other cross-functional team members, to establish and review all systems, processes and practices that will facilitate all aspects of the product creation process, making recommendations to promote efficiencies and support digital-first initiatives. Creation and management of interactive/complex spreadsheets as required to support Media processes.
4. Identify own potential interests and developmental needs and adopt a continual learning ethos to build hard and soft skills as necessary to develop into a multi-skilled assets, data and rights professional.
5. Coach team members in development opportunities required to develop as assets, data and rights management specialists.
6. Plan and manage budgets related to assets, data and rights management processes. Report on spend and cost savings and implement processes to maximise efficiencies.
7. Contribute to delivery and training of process improvement and new systems for the development and delivery of all Media across ELT including briefing, file formats, accessibility, delivery and archiving.

8. In collaboration with the Media - Operations stream, ensure all procurement and delivery of assets is documented and delivered to OUP standards and policies including Accessibility, Inclusion, Re-use and Sustainability.
9. Ensure OUP's legal obligations are met for data security, accessibility, and media rights management for all products. Identify risks and mitigate them in consultation with the Compliance and Legal teams.
10. Research and engage with the wider industry to report back on the latest advice and technology in line with operations activity. Advise cross-functional colleagues in the latest thinking for operations driven positive customer outcomes.
11. Support on project work where appropriate e.g. if all assets are reuse, sourcing/uploading assets and advising reclearance required.

## Success Measures – how I succeed

- Team member and Creative Leadership feedback
- Quality of output and data
- Permissions and IP are in place and traceable
- Delivery timeliness
- Broader contributions and development
- Supplier output quality upheld/improved

## Knowledge, Skills & Attributes – what I need to know

	Essential	Desirable
Degree in Design, illustration, film or equivalent Or extensive industry experience in one of these fields.	X	
Significant experience of professional art buying and media production preferably in a publishing environment.		X
Knowledge of all areas of video production, including production and post-production desirable.		X
Experience at management level, including recruiting, leading, managing and training people.	X	
Knowledge of relevant copyright and licensing law.	X	
Experience in outsourcing, including negotiating fees and managing budgets.	X	
Experience of change management in a publishing environment.	X	
Working knowledge of MS Office; Advanced Excel skills	X	
Working knowledge of Adobe CC, After Effects and Video Editing applications.		X

## Resources – what is available to me

- The ELT Division deliver revenue to the Press more than £190 Million per annum
- The post holder contributes to materials which generate revenue of the division

## Organisational Structure – where my job sits

