

CULT

LDN

Head of Production

OVERVIEW

The Head of Production will be responsible for driving the performance and profitability of all clients, ensuring the Production Team is efficient and effective in its delivery across the full service spectrum.

Working closely with Client Services and Creative, you will ensure that the production team is robust and aligned to deliver and meet revenue targets while maintaining the highest standard of quality.

You will ensure each member of your team understands their role, process and delivers projects on time, on budget and in support of the client's overall strategic plan.

- 10+ years industry experience
- Skilled in project and production management, with experience of delivering large digital programmes of work
- Can develop and drive forward best-practice processes
- Experience of driving transformational change and implementing new processes
- Experience in managing a team of 10+ people and line-managing 3+ people
- Can lead and inspire direct reports and inspire teams – encouraging outstanding performance
- Ability to build strong relationships internally and externally and the ability to achieve results under potentially difficult circumstances
- Ability to make sound commercial and financial decisions, quickly understand problems, propose solutions and manage client situations
- Knowledge of multiple delivery approaches – and understand the conditions that determine when to use each
- Experience in working with a multi-disciplined teams.
- Deep passion and understanding of your areas of expertise
- Experience of managing recruitment and developing roles
- Experience driving great team performance and maintaining morale through one-to-one reviews, appraisals, inspiring, mentoring and by setting objectives and development plans

SPECIFIC RESPONSIBILITIES

- Lead, drive and improve the overall standard of production services, outputs and efficiency
- Working with the CSD & Creative Director to constantly evaluate and update our delivery process as we introduce new systems and techniques
- Reviewing the allocation of projects to maximise quality of work, skills fit, utilisation and ensure continuity and knowledge on client accounts
- Actively mentoring and advising the team to solve project issues and manage risk thinking both strategically and commercially during decision making
- Work with the Client Services to build production plans
- Working closely with Finance and Talent to ensure right agency staff mix and skills mix to deliver on project pipelines
- You will be responsible for the quality of the team's project planning, project initiation and for the vetting process within the team that ensures our new business opportunities and client strategic plans and proposals are achievable and offer best value to the client
- You will help to build a world-class production team, recruiting the best people, keeping moral high and improving retention. As junior team members gain experience, you'll oversee their career paths through their line managers
- You will be responsible for ensuring all members of the production team are trained on new processes as and when they are created and that the team are working efficiently and effectively

ESSENTIAL SKILLS AND APTITUDES

- Excellent understanding of the social development process, across both strategy and creative
- Sector knowledge and understanding of best practice
- Ability to communicate knowledgeably about social and digital strategies
- An acute eye for detail
- Analytical experience - demonstrated through communications with the team and clients
- A team player with the ability to work under own initiative
- Able to work quickly, accurately and under pressure
- Flexible, adaptable and diplomatic
- Excellent at communicating with team, clients and prospects
- Leadership and management experience
- Professional attitude to work at all times
- Badass