

# Hertfordshire County Council Job Outline



**JOB TITLE:** Hertfordshire Film Office Manager  
**GRADE:** Job Family 12 – Corporate Services  
**REPORTS TO:** Film & TV Sector Lead  
**TEAM:** Local Enterprise Partnership (LEP)  
**DEPARTMENT:** Environment & Infrastructure

## Purpose of the Job

The creative and screen Industry is one of the fastest growing sectors in the UK, with just over half of the new studio space being planned and delivered in London and the south-east coming to Hertfordshire. If all the studio floorspace planned for the county is delivered then over time Hertfordshire will exceed Hollywood in area of sound stages. This rapid and large-scale growth highlights the need for a consistent and co-ordinated approach to ensuring that we have the right eco-system in place to exploit the opportunities presented by the creative and screen industry. In particular we consider that there is a heightened need for a more coordinated approach to a local film location service and associated activities.

Hertfordshire LEP is a business-led, multi-sector partnership focused on accelerating economic growth, job creation and raising workforce skills within the local area. Working in partnership with businesses, government, investors and not-for-profit, the LEP puts people at the heart of growth. With a dedicated team focused on delivering inward investment, key sector, clean and inclusive growth activity, business growth, skills leadership functions and providing detailed economic intelligence, we provide a comprehensive package of support to businesses, employers and local partners. Our reach goes beyond county borders by promoting Hertfordshire as a great place to live, work and do business.

This role sits within the Partnerships and Communications function of Hertfordshire Local Enterprise Partnership, comprising inward investment and stakeholder engagement in addition to communications, while also aligning with skills, enterprise and innovation activity.

The purpose of Herts Film Office Manager is to set up and provide a one-stop-shop service for film and TV-related activities across the county. The role will require working closely with Creative England, local authorities in Hertfordshire and other key intermediaries such as Production Guild, together with production companies, location managers, and studios.



The role will require strong collaborative and communication skills, with the capability to build external relationships that will ensure the delivery of location activities while meeting the needs of local authorities, the local community and local businesses. While mainly engaging with key businesses, individuals and stakeholders at a local level, this role will work across and beyond Hertfordshire where appropriate.

This role is likely to be based in Elstree Film Studios, subject to confirmation.

## Main Areas of Responsibility

- **Identify and streamline** the different approaches by local authorities to providing support for those wanting to use locations and those offering potential locations
- Provide suitable **support** for locations and location managers
- Develop and maintain a **register and (digital) location map** for the county showing potential filming locations of all types
- **Set up and manage filming applications** through the Openbrolly *Moviesite* system (or similar)
- Develop and agree a common **Location Filming Strategy and Fee Structure** for Herts, either by using the existing Creative England document or agreeing a modified version with them
- Adopt and maintain the Creative England **filming code of practice** and endeavour to ensure that productions adhere to it
- Ensure that all **productions filming in public areas** have notified the relevant local authority and have public liability insurance
- **Organise highway permits** and liaise with regulatory bodies to make filmmaking as quick and painless as possible
- Provide **production advice and guidance**, acting as the conduit to private and public agencies, and generally helping to resolve issues
- Develop and maintain a **register and map of production services** or facilities in the county, and putting producers in touch with local facilities, talent and crew
- Provide a **conduit to inform skills providers** about meeting the industry's skills needs
- Work with the destination management organisation for Hertfordshire, Visit Herts, to help **promote film tourism in the county**
- Work with **Creative England, the LEP's Creative Sector Lead and Inward Investment specialist** to promote and lobby for Hertfordshire as 'film friendly' and the 'home of UK film' to help secure future investment, and promote film and TV studio development in the county
- Manage Herts Film Office website in partnership with the Herts LEP Communications team.

## Skills/duties

- Sound knowledge of the film and TV sector and production landscape, preferably in Hertfordshire
- Strong written and verbal communication skills, including very good IT skills



- Excellent negotiation skills
- Ability to build contacts and develop relationships with key public and private sector partners and contacts
- Knowledge and experience of the film and TV production industry, or a sector with similar requirements
- Willingness and ability to resolve problems effectively and amicably
- Full clean driving licence, with access to car desirable

This role may require occasionally working evenings and weekends due to the requirements of production companies

## **Qualifications Required:**

To be considered for this role candidates need to hold the following;

- Educated to degree level (ideally) or equivalent
- Highly developed interpersonal and influencing skills
- Strong written and verbal communication skills
- Numerate with good budget management skills

## **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).