



## Film Officer

<b>Reports to:</b>	Deputy Sales and Marketing Manager		
<b>Department:</b>	Conference and Events	<b>Grade:</b>	SO2
<b>DBS Status:</b>	Not required	<b>Politically restricted:</b>	No

### Job Purpose:

- To proactively manage film enquiries across the borough, ensuring effective coordination with internal departments and external partners to maximise income generation and minimise disruption to residents.*
- Identifying and addressing health and safety issues at film locations on council property or public highways, while maintaining clear and timely communication with elected members and senior officers to support informed decision-making and operational transparency.*

### Values

Collaborate proactively.  
Lead inclusively.  
Embrace change.  
Be bold and curious.  
Celebrate and share our success.

### Job specific roles and responsibilities

- Act as a first point of contact for filming enquiries and help promote filming opportunities across the borough. Support relationship-building with location managers and Film London to help maximise income and meet filming targets.
- Assist with coordinating filming projects, including large-scale productions and location portfolios. Ensure filming activities follow council policies and procedures.
- Maintain accurate records using systems such as FilmApp. Help track income and expenditure, process orders and invoices, and support the production of financial reports when needed.
- Communicate effectively with residents and stakeholders about filming-related disruption. Respond to enquiries from elected members and help maintain positive relationships with external groups such as resident associations.
- Contribute to the Film Office's commercial strategy by identifying new opportunities that support the council's financial goals.
- Attend site visits with production teams and assist with arrangements for complex filming activities, including road closures and parking coordination. Liaise with internal departments and external stakeholders.
- Provide out-of-hours support for filming at council locations such as Brent Civic Centre. Assist with ensuring health and safety requirements are met.

8. Make a positive contribution to the filming, communications, and advertising team. Work flexibly and proactively suggest ways to improve efficiency and reduce costs.
9. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
10. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
11. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
12. Undertake any other duties commensurate with the general level of responsibility of this post.

### **Essential Requirements (key skills & qualifications)**

#### **Knowledge and Qualifications**

1. Qualification in a relevant field (e.g., Marketing, Communications, Media, Film and Television).
2. Knowledge of dealing with health and safety, public liability insurance, licensing and other statutory requirements for filming and events.

#### **Experience**

1. Proven background in maximising sales, identifying and generating income opportunities.
2. Experience of developing and maintaining effective working relationships with clients, partners and colleagues.
3. Experience using office systems to manage bookings, records, or financial data

#### **Skills and Abilities**

1. Ability to co-ordinate and prioritise work with little supervision, including forward planning, and to monitor and provide performance data for work delivered as required.
2. Understanding of political sensitivity and the ability to form and maintain productive professional working relationships with staff at all levels, external partners and clients.
3. Able to evaluate situations quickly, foresee problems and select effective solutions, with an awareness of risks and consequences in reaching decisions.
4. To maintain effective working relationships based upon exemplary standards of professionalism, honesty and respect with officers and outside agencies.
5. To be able to work evenings, weekends and nights acting as film office site manager on council property.
6. Evidence of significant relevant Continuing Professional Development (CPD).
7. Knowledge and good understanding of the law as it applies to local government and an understanding of the dynamics of working as an officer in a political environment
8. Proven track record in successfully organising and managing filming, contracts and events



*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*