



## **Business Affairs Officer**

Welsh language skills are essential for this role

### **Why join S4C?**

At S4C, we are passionate about creating a positive, energetic and inclusive work environment that reflects our core values:

At Your Best, Proud of S4C, Celebrate Everyone, Go For It.

This is an exciting time to join our team as we move forward to implement the 2030 strategy. We are looking for an organised, reliable, hardworking and enthusiastic individual who lives our core values to join our Business Affairs team.

### **Job Overview**

You will be a key part of a team that operates in practice, effectively providing support to the commissioning team for all multi-platform content that appears on S4C's services each year. You will work closely with the Business Affairs Team, production companies, the legal department to be able to implement a programme from an idea to be broadcast as a programme on several different platforms.

This is a role that is extremely important and very visible with production companies and the broadcasting industry in Wales. You will be required to build strong and trustworthy relationships across the culture to be able to collaborate effectively and act on ideas.

### **What will you do?**

As a Business Affairs Officer, you will:

- Be a member of the Business Affairs team, working closely with the Business Affairs Lead, other Officers and the Rights Administrator.
- Work closely with colleagues across departments to ensure that any content commissioned by S4C is effectively navigated and administered from the initial idea through the commissioning and agreement process to broadcasting and review.

### **Support for S4C and the broadcasting sector**

- An important point of contact between S4C's commissioners and the production companies ensuring that editorial and business briefs for all programmes or other content are completed correctly in order to reflect the agreement between S4C and the production company.
- Ensure that all information about the projects is available to the relevant commissioner and to other S4C teams and departments along the journey.

### **Contracting**

- To provide agreements to the production companies including licences and standard agreements in accordance with the Terms of Trade, negotiating and securing the clearances required by S4C. More complex agreements will require effective collaboration with the Legal Team from time to time.

- Where appropriate, documents will need to be prepared and tender or competition processes co-ordinated in collaboration with the Legal Team.

## **Administration and Systems**

- Manage the co-ordination of the information and the various elements involved in the commissioning process from the initial idea to the receipt of all the communication material, communicating effectively with other teams and departments within S4C.
- Ensure that any "paperwork" required by S4C from a production company is communicated fully and promptly to S4C.

## **You will succeed in this role if:**

- You are passionate about creating an inclusive, active and healthy work culture.
- You enjoy transformative change and are looking for innovative ways to take action.
- You can work independently with freedom to make decisions but also enjoy collaborating with a wider team to share ideas.
- You are highly organised, with the ability to manage many details, tasks and tasks at the same time.
- You are a strong communicator, able to explain complex terms clearly and works well with different departments, producers and lawyers.
- You are positive and constructive, able to work under pressure and in an often fast-moving environment.
- You are precise, as Business Affairs work often involves sensitive and legal documents that require careful care and attention.
- You are professional and dependent, with confidentiality and offering an objective opinion.
- You are committed to your own personal development.
- You are a strong communicator in Welsh and English (spoken and written - language refresher support available).

## **You'll also:**

- Be aware of S4C's 2030 Strategy, and ensure that you take personal responsibility to follow all our policies and procedures as required which include working within guidance on Health and safety, diversity and inclusion, data protection, financial guidance and so on.
- Contribute in a positive way towards culture and delivering on S4C's strategy.
- Contribute to and support the use of the Welsh language in the workplace.
- Collaborate with your line manager and be proactive in managing and developing your own performance.
- Ensure that you work in a positive, collaborative, cross-organisational way, which develops great services for our viewers on all platforms and ensures a positive, energetic and inclusive working environment that treats everyone with respect.

## **What will you get?**

- The opportunity to make a real difference in an organisation that values people.

# S4C /

- Working in a flexible environment within one of our offices in Wales.
- S4C is committed to the personal growth of its employees, offering comprehensive training and development opportunities to improve skills and promote careers. This includes access to qualifications, in-house training, and continuing professional development programmes.
- Access to unique opportunities in the media sector including attendance at events and programme previews, panel discussions and internal updates.
- Employees have the unique opportunity to contribute to the promotion and preservation of the Welsh language and culture through their work.
- S4C offers a Group Personal Pension Scheme with 10% contributed by S4C.
- 26 days leave plus bank holiday gradually increasing to 32 days in 9 years.

For an informal chat about the role please contact [Angharad.thomas@s4c.cymru](mailto:Angharad.thomas@s4c.cymru).

In your application, please ensure that you highlight the skills and experience you have that are relevant to the role listed in the personal specification below and that are in line with our core values. Give clear examples that show why you're a good fit for the job.

## Personal Specification

| Characteristics               | Essential  | Desireable  |
|-------------------------------|--|---|
| <b>Welsh</b>                  | Strong Welsh language skills both orally and in writing.   |   |
| <b>Experience</b>             | Working within a successful team   | Experience in forming and negotiating agreements<br><br>Experience in forming and negotiating rights agreements.<br><br>Experience of clearing rights.<br><br>Experience dealing with rights in television and multimedia.<br><br>Experience of working/dealing with the content production sector. |
| <b>Skills and Information</b> | Interpret and present information concisely and clearly.<br><br>Communicate fluently and effectively in Welsh and English - both in writing and orally.<br><br>Prioritise and manage work effectively.<br><br>Strong mathematical skills.<br><br>Manage and co-ordinate administrative work. | Understanding of the regime and rights agreements in the broadcasting field.<br><br>An understanding of various ways of funding content including co-productions.<br><br>Ability to maintain constructive relationships with the TV and digital sector and other rights holders.                    |

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|--|--|--|
|  | <p>Solid skills and a confident user of Microsoft Office 365.</p> <p>Work in an orderly manner.</p> <p>Collaborate with a wide range of people.</p>  | <p>Understanding of the production process</p> |
| <p><b>Personal Characteristics</b></p> | <p>A reliable and organised person. The ability to work quickly and accurately under pressure.</p> <p>A positive and dynamic attitude towards the job.</p> <p>Flexible attitude and ready to work according to the needs of the job/service.</p> <p>Able to motivate yourself, with the ability to work unsupervised.</p> <p>A problem solver.</p> <p>Understanding and commitment to S4C's diversity and inclusion policy and strategy.</p> |  |

## Further Details

**Location:** Carmarthen / Cardiff / Caernarfon (minimum of 2 days in the office)

**Salary:** £30,000 per annum

**Contract:** Permanent

**Probation Period:** 6 months

**Working Hours:** 35.75 hours per week. Due to the nature of the position, flexibility is expected, including working outside office hours, some weekends and bank holidays.

**Holidays:** In addition to the statutory bank holidays, you will be entitled to 26 days of paid holiday per year. (Please note that the annual leave will be pro rata if working part time).

**Pension:** Paid staff are entitled to join a Group Personal Pension Scheme subject to the terms of any existing scheme which is amended from time to time. If you are a member of the Group Personal Pension Scheme, S4C will contribute 10% of your basic salary to the Scheme. You will be expected to contribute 5%.



## **Applications**

Applications should be sent by **9.00 on Monday 2 March 2026** to Pobl@s4c.cymru or Canolfan S4C Yr Egin, Carmarthen, SA313EQ.

## **Interview Date: Week Commencing 9 March 2026**

CV's will not be accepted.

Applications may be submitted in Welsh. An application submitted in Welsh will not be treated less favourably than an application submitted in English.

## **AI Use**

If you choose to use AI or similar tools, please ensure your responses are accurate, truthful and reflect your own experience and words. Applications that are not original or are AI-generated may be rejected.

During the interview, the use of AI or recording tools is not permitted unless agreed in advance for accessibility reasons. Any evidence of unauthorised use may result in your application being withdrawn.

## **Equal Opportunity and Diversity**

S4C does not allow discrimination based on gender, race, colour, disability, ethnic background or social-economic background, age, family status, marital status or civil partnership, part-time or full-time employees, religion, politics, sexual orientation, gender reassignment, pregnancy and maternity, language use (except where the ability to communicate in Welsh is necessary for the post) or any other irrelevant difference, and it is committed to considering diversity in a positive way. S4C welcomes and encourages job applications from groups that may be under-represented, including females, black and minority ethnic people and people with disabilities. Open and fair competition principles are in operation and appointments are decided on merit.