



Job Title: General Manager

Comux UK Ltd (“**Comux**”) is licensed by the Office of Communications (“**Ofcom**”) to provide the digital terrestrial television (“**Freeview**”) multiplex for the Local TV network in the UK. In addition to providing the Freeview carriage for all licensed Local TV services, it also carries commercial TV services for a well-known international television network operator which are broadcast across the Comux network.

Comux is responsible for the end-to-end transmission process including the contribution from the Local TV and national TV licensees, multiplexing, distribution and transmission to each of the licensed locations from its Network Operations Centre in Birmingham.

Comux aims to operate an efficient multiplex infrastructure to support a sustainable Local TV sector including by providing financial distributions to its Local TV shareholders. The company is co-owned by all Local TV licensees.

Responsibilities:

To be responsible for the general management of Comux operations, reporting to the Board of Directors and overseeing daily operations, policy implementation, strategy reviews, staff management, financial management, customer relations, engagement with industry bodies and service providers.

Duties:

1. To oversee all daily operations of Comux as a business.
2. To ensure the implementation and regular review of Comux policies including in relation to employment, health and safety, environment and equalities.
3. To provide a monthly business review to the Comux Board and to support the Board with strategic planning and service development.
4. To monitor delivery of service level agreements with customers and suppliers, to undertake service reviews and to recommend opportunities for improvement
5. To oversee the preparation, implementation and review of the organisational budget, operational work plan and strategic projects delivery.
6. To oversee and maintain a good working environment assuring staff support and review systems, health and safety, legal compliance and good practice.
7. To maintain relations with Ofcom and ensure Comux compliance with licence obligations.
8. To manage and maintain relations with relevant industry bodies.

9. Other reasonable tasks as may be required by the Comux Board.

Person specification:

Essential requirements

- Significant management experience, including managing people
- Experience of negotiating and influencing
- Experience of managing contracts and finance
- Networking, interpersonal and collaboration skills and experience of effective partnership working
- Excellent written and verbal communication skills.
- Ability to prioritise own workload to meet deadlines and colleagues' expectations
- Listening and diagnostic skills to provide a sympathetic and positive approach to staff, stakeholders and licensees
- Willingness to work additional hours as required, including some evenings and some weekends

Desirable requirements

- A full driving license valid in the UK
- Experience of writing strategic reports
- Knowledge of health and safety measures and compliance
- Understanding of broadcast operations, regulation and legal framework and the wider UK Broadcast agenda.

General Requirements for Comux UK Ltd Posts

To adhere to all Comux UK Ltd policies and procedures, including strong commitment to equality of opportunity.

High standards of professionalism and integrity and ongoing self-improvement.

Conditions of Service:

Salary Range: £50,000 - £65,000 according to experience
Responsible to: Comux Board of Directors
Location: Innovation Birmingham Campus
Faraday Wharf, Holt Street, Birmingham B7 4BB
Hours: 40 hours per week

How to apply:

The closing date for this post is 29 June 2019.

Applications should be submitted in the form of a CV together with a covering letter of not more than 2 pages length and sent to jobs@comux.co.uk