



Responsible Production Roles – Sky Entertainment Group

As part of budgetary requirements, Sky ask our productions to appoint a role/s to support departments with their responsible production goals.

This document outlines the options available.

Opportunity and context:

- Sky believe everyone on production is responsible for sustainability, inclusion and wellbeing in their role/department, but recognise the importance of having dedicated support.
- We recommend a minimum of a Responsible Production/Sustainability Coordinator on HETV productions. Please speak to Sky's team about which of these is preferred. The roles are optional on unscripted productions.
- Senior roles/sustainability teams can also be appointed if desired, in line with [ScreenSkill's Guidance on National Occupational Standards](#).
- Sky's production team and Responsible Productions Lead play an active role in supporting and advising your team through the production and will arrange a conversation to discuss these roles with you.

Responsible Production/Sustainability Coordinator (recommended):

- ☐ Implements and monitors sustainable solutions, collaborating with production and enabling heads of department (HODs) to engage with sustainability planning. Manages monitoring/reporting and the sustainability certification process.
- ☐ A Responsible Productions Coordinator has additional tasks related to wellbeing and inclusion detailed in the role overview on page 2. If a Sustainability Coordinator is preferred, these tasks are undertaken by production. This role is required through prep and production.

Sustainability Manager/Advisor (optional):

- ☐ Responsible for strategically leading sustainability on a production. They work with the production to scope sustainability solutions with a broader remit to also identify emerging/innovative sustainable solutions for the production to trial. The sustainability lead gains buy in from HODs, senior stakeholders, contributors and suppliers. Depending on the size, type and genre of production, they may also manage a team. This role is optional and flexible across production.

Sustainability Assistant/Trainee/Runner (optional):

- ☐ Responsible for assisting on logistics, research, providing information on suppliers, and the day-to-day monitoring of sustainable solutions. They will spend time in production offices, putting up signage on sets/locations, & assist with the sustainability auditing and certification process. This role is optional.

On the following pages you will be able to see a breakdown of each role in more detail.

Responsible Production Coordinator/Manager

The below list is non-exhaustive.

Benefits:

- Supports Line Manager/HOP to engage with wider crew and deliver Sky mandated actions linked to sustainability, diversity & inclusion, and wellbeing.
- Offers wide-ranging support across people and planet initiatives, for a breadth of experience.
- Where required, coordinates with Access Coordinators or Wellbeing Producers.

Prep:

- ☐ Lead on core communications e.g. Green Memos/newsletters/competitions, wellbeing memos, on set signage and posters, mandated albert/ScreenSkills training.
- ☐ Ensure accounting procedures/tracking are in place to enable accurate sustainability data collection.
- ☐ Implement tracking for Diamond and ScreenSkills mandated training.
- ☐ Support production with posting job/trainee advertisements working with D&I recruitment agencies to improve representation amongst crew.
- ☐ Work with the Sky team, HODs, senior production leads, studios and facilities to seek decarbonisation initiatives, engage and identify relevant suppliers and create a sustainable plan for production. This includes helping to facilitate any approved technology trials.
- ☐ Complete initial draft carbon footprint.
- ☐ Confirm and establish wrap requirements to ensure circularity of materials and assets.

In Production:

- ☐ Establish clear lines of communication with all departments, and suppliers.
- ☐ Provide regular updates to cast, crew, broadcasters and production on responsible productions and find creative ways to increase engagement.
- ☐ Document/monitor/support per department sustainability initiatives and update weekly.
- ☐ Ensure accurate collection of data and ongoing data updates from individual teams e.g. waste reports.
- ☐ Engage with departments towards end of filming period to find ways to sustainably dispose of materials (e.g. costume sales, set recycling).

Certification & Evaluation:

- ☐ Create a wrap report, final green memo and complete all albert certification with a focus on data accuracy & report lessons for future productions back to broadcaster and production.
- ☐ Chase outstanding ScreenSkills certificates and finalise Diversity & Inclusion tracker.

Skills:

- ☐ Familiarity with ScreenSkills, Diamond diversity monitoring and albert systems.
- ☐ Experience on production and knowledge of production departments, roles and the impact of decisions on these.
- ☐ Cost monitoring, reporting and data input / analysis.
- ☐ Understanding of decarbonisation initiatives across power, transport and materials.

Sustainability Coordinator

The below list is non-exhaustive.

Benefits:

- A knowledgeable presence on production with training/experience in sustainability on set.
- Supports Line Manager/HOP to interface with wider crew, and broadcaster, and deliver Sky mandated actions.
- Continuous support boosting engagement and visibility of sustainability as an area of importance.

Prep:

- ☐ Work with the Sky team, HODs, senior production leads, studios and facilities to identify decarbonisation initiatives, utilising knowledge from previous shoots.
- ☐ Complete initial draft carbon footprint to inform strategy.
- ☐ Work with Sky and Production to create a sustainability plan for the production, including enabling/supporting/tracking any confirmed trials for new sustainability initiatives.
- ☐ Ensure accounting procedures and tracking are in place to enable accurate data collection
- ☐ Confirm and establish wrap requirements to ensure circularity of materials and assets.
- ☐ Research and suggest low carbon suppliers and be part of the supplier conversation including leveraging any Sky supplier deals (see PSL).
- ☐ Support adherence to Sky, local, regional and national legislation and policies.
- ☐ Present sustainability plan to key teams and stakeholders and lead on communications including Green Memo, regular updates with cast, crew and suppliers.

In Production:

- ☐ Establish clear lines of communication with all departments, and suppliers tailoring comms accordingly and providing feedback..
- ☐ Document/monitor/support per department initiatives e.g. battery trials, asset logs.
- ☐ Provide regular updates to cast, crew, broadcasters and production.
- ☐ Ensure accurate collection of data and ongoing data updates from individual teams e.g. waste reports.

Certification & Evaluation:

- ☐ Create a wrap report and complete all albert certification with a focus on data accuracy.
- ☐ Compile and share a final green memo.
- ☐ Report lessons for future productions back to broadcaster and production.

Skills:

- ☐ Sustainability monitoring, cost tracking and familiarisation with industry, regional and broadcaster policies.
- ☐ Experience on production and knowledge of production departments, roles and the impact of decisions on these.
- ☐ Cost monitoring, reporting and data input and analysis.

Sustainability Manager/Advisor/Lead

Optional role. Either in place of a Coordinator, or to support a Coordinator for a set number of days. The below list is non-exhaustive.

Benefits:

- Individual with strong experience in TV production and sustainability, likely to be present on advisory groups and industry working groups to support broader learnings.
- May be an individual, or from a consultancy group, offering a package for a Sustainability Team.
- Flexible role which may only be required for a few days in prep to help set up a strategy and a few days in production to trouble shoot.

Prep:

- ☐ Interpret and breakdown a brief to identify decarbonisation opportunities in terms of non-negotiable and aspirational, in line with Sky's targets.
- ☐ Liaise with HODs, studios and facilities about the brief's requirements in line with the shooting schedule.
- ☐ Work with key stakeholders on a decarbonisation strategy including suggestions for per department initiatives with advice and knowledge around set up requirements, costs, suppliers and training requirements.
- ☐ Oversee selection of suppliers, vendors and facilities, where approved by production and in line with the sustainability goals.
- ☐ Establish measures to ensure compliance with policy and industry guidelines.

In Production

- ☐ Liaise with the HODs, exploring decarbonisation strategies, sustainable choices and minimising potential biodiversity impacts.
- ☐ Manage the sustainability budget and provide business case for additional funding if required to meet goals.
- ☐ Oversee the green memo and devise a communication strategy with individual teams.
- ☐ Analyse the success of suggested solutions and work with finance on templates, invoice models and requirements of sustainability monitoring.

Certification and Evaluation

- ☐ Oversee the completion and submission of albert reporting and the compilation of an evidence file as required.
- ☐ Analyse the emissions report to break down success of suggested measures, future recommendations and impacts on budget, schedule, wellbeing as well as decarbonisation.

Skills:

- ☐ Management of a sustainability team and strategic planning and implementation.
- ☐ Compliance and auditing.
- ☐ Negotiation, communication and strong TV and film background.

Sustainability Assistant/Trainee/Runner

Optional role. The below list is non-exhaustive.

Benefits:

- Offers opportunities to new entrants or career movers, promoting inclusion.
- We do not expect this person to come fully trained, but would also not suggest hiring an assistant without another sustainability role to report into, unless on unscripted.
- This person may also benefit from gaining experience in supporting production with wider Responsible Productions tasks including ScreenSkills training monitoring.

Prep:

- ☐ Research infrastructure and facilities, integrating sustainability into their planning & use.
- ☐ Research suppliers, vendors and facilities and report back on sustainability credentials.
- ☐ Research wrap requirements and circularity of materials.
- ☐ Maintain tracking systems for sustainability and report problems to line manager.
- ☐ Research and share amendments or alternative solutions and input into departmental strategies.
- ☐ Support with training and engagement ideas.

During Production:

- ☐ Visit all departments, building relationships and sharing sustainability goals.
- ☐ Use sustainability updates and memos to keep cast, crew and contributors engaged and motivated in line with line manager's approvals.
- ☐ Support the creation of green memo and comms throughout production e.g. newsletters and lead on appropriate signage.
- ☐ Take a central role where delegates in monitoring data for specific departments to act as their champion.
- ☐ Cross check data with accounts and departments and enter data into the carbon calculator.

Certification and evaluation:

- ☐ Complete and submit albert documentation.
- ☐ Support on reporting the certification process to the production team.
- ☐ Collate information to distribute a final green memo, wrap report or departmental specific newsletters for wrap.
- ☐ Support the communication of positive learnings and successes with all stakeholders in a way that is tailored to each audience.

Skills:

- ☐ Communication and team working.
- ☐ Set etiquette and problem solving.
- ☐ Digital skills.