

ITV plc
Chief Operating Officer
Job Description

PURPOSE

The Chief Operating Officer is responsible for the performance of the Company's businesses, as dictated by the overall strategy agreed by the board of the Company and for maintaining an ongoing dialogue with the Executive Chairman and non-executive directors.

REPORTING LINE

The Chief Operating Officer reports to the Executive Chairman.

AREAS OF RESPONSIBILITY

Leadership

- To build and lead an effective and cohesive executive management team with effective succession planning
- To evaluate the executive management team
- To chair the executive committee
- To represent the Company to the City, government, regulatory authorities, the media, shareholders and the general public

Strategy

- To manage the creation of an appropriate vision and long-term strategy for the Company to be agreed by the board
- To successfully communicate and implement the group's strategy as agreed by the board
- To develop and put in place strategic operating plans and budgets for each of the group's business units and central functions that reflect the longer-term objectives and priorities of the board

Operations and controls

- To take remedial action where necessary and to inform the board of any significant changes
- To establish an appropriate structure for the group and its management
- To ensure appropriate and satisfactory systems are in place for monitoring group performance against plans and budgets
- To put in place an effective system of controls throughout the group, covering non-financial as well as financial controls
- To ensure that operating objectives and standards of performance are not only understood but owned by management and employees

- To ensure that the Company and its businesses comply with all applicable legal and regulatory requirements and, where appropriate, best practice
- To ensure that appropriate standards of conduct are established and complied with

Communication and reporting

- To liaise with the Executive Chairman and keep him informed
- To report to the board regularly on the operation of the Company's businesses both at board meetings and at other times
- To provide such information to the board as the board and the Executive Chairman require in order for the board to assess the performance of the business and the achievement of the agreed strategy and budget
- To provide an appropriate and satisfactory system for financial management reporting on a monthly basis
- To ensure that a system is in place for effective communication with the executive management team and other employees
- To be responsible for all corporate communications and to plan and carry out an effective programme of investor relations
- To ensure effective communication with shareholders, analysts and the media and to respond appropriately to media and public relations issues

Management

- To appoint, build and maintain a first class effective management team and to ensure that remuneration packages are appropriate
- To be responsible, overall, for all dealings with company staff and their appointments

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