

Job title	Journalist		
Job family	Journalism	Band	C

Job purpose

Originate and produce, as part of a team, a wide variety of news and current affairs content for relevant output.

- Key responsibilities and accountabilities**
- Use a range of video, audio and digital equipment and information technology to research, write, assemble, edit and deliver outputs in the appropriate medium, to the highest professional standards.
 - May be required to present the content on radio, TV or online. This might be live or recorded.
 - May include the production and presentation of programmes. This might be live or recorded.
 - Exercise editorial judgment in developing story ideas and producing accurate and impartial journalism.
 - To undertake pre- and post-production and studio work, live and pre-recorded. Use a range of video, audio and digital equipment and information technology to research, write, assemble, edit and deliver programmes in the appropriate medium, to the highest professional standards.
 - To liaise closely with other team members and with other departments in the BBC, to ensure that output material is shared, duplication is avoided, and best practice is upheld.
 - Take a lead within a team setting or on delivering a specific piece of journalism or project as appropriate.
 - To tailor different news treatments for different audiences ensuring that the output reflects the audiences we serve.
 - To prioritise and plan activities taking into account all the relevant issues and factors such as deadlines, staffing and resources available.
 - To produce engaging packages through a range of production skills.
 - Delivering to tight deadlines while maintaining the highest editorial standards.
 - At all times to carry out duties in accordance with the BBC health and safety policy.

- Knowledge, skills, training and experience**
- Essential**
- Significant recent experience as a journalist, with a good knowledge of production techniques.
 - Demonstrates sound editorial and policy decisions based upon a clear understanding of the BBC’s distinctive news agenda, the requirements of news and current affairs coverage and the audience.
 - Ability to use technology as required, in order to gather material for broadcast.
 - Understands how a team works effectively.
 - Able to build and maintain effective working relationships with a range of people.
 - Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC.
 - Effective planning and organising skills, ability to concentrate on several areas of work at one time, delivering consistently to deadlines and reacting positively to changes and conflicting priorities.

- Ability to write creatively in an engaging manner, adapt, produce and translate with accuracy, clarity and style appropriate to differing audiences and forms of media suitable for multimedia output.
- The flexibility and adaptability to sustain performance, particularly under pressure to meet deadlines and changing priorities and circumstances.
- An understanding of health and safety procedures and how they apply to broadcasting.

Job impact

Decision making

High level of responsibility and decision making; able to operate alone.
No managerial responsibility. May be informally supported by junior staff i.e. Researchers, Coordinators and Assistants.

Scope

Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.

Other information

For Reward team use only

Job Code	
Definition:	Content

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Appendix

Division	World Service, Africa Planning
Reports to (title)	Senior Journalist
Location base	Dakar, Senegal

Organisation structure	Journalist
The role reports to the Senior Journalist, Planning, based in Dakar.	

Additional job specific responsibilities and accountabilities

The Journalist will be responsible for gathering and producing sharable original video for our digital platforms.

Skills and experience required:

- **Demonstrable** experience in **originating, editing** and curating **engaging** social and digital content and an understanding of African current affairs and the audience.
- Fluency in written and spoken English, as well as **French**, is required. Ability to edit using FCPX or equivalent video editing software.
- Experience in planning for big events, commissioning, **developing** and remote producing TV, radio and digital content to the highest quality.
- Ability to build and maintain effective working relationships with a range of people for gathering in African countries.
- Experience in producing content for underserved and younger audiences.
- Demonstrable visual creativity in the use of pictures and graphics to illustrate and explain data stories.
- Understanding of video requirements of different social platforms.
- Experienced in the use of digital analytics to maximise the impact of our videos and drive change when needed.
- Demonstrable knowledge of digital platforms - the BBC's and others - and the different ways audiences are consuming news.
- Sound understanding of the BBC's editorial guidelines, along with a commitment to the editorial aims of BBC News.