

Job title	Journalist – BBC Arabic Radio - Amman		
Job family	Journalism	Band	Local Recruit

Job purpose

Originate and produce, as part of a team, a wide variety of news and current affairs content for relevant output and reporting to Radio Senior Journalists and News Assistant Editor

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 on line. 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 & 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, the programme departments and the audience
- Ability to use technology as required, in order to gather material for broadcast.
- Understands how a team works effectively and adopts the most appropriate role

- Able to build and maintain effective working relationships with a range of people
- Demonstrates a commitment to improving diversity in news programmes 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, prioritising, 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 & Safety procedures and how it applies 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

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	News & Current Affairs
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Reports to (title)	
Location base	Amman, Jordan

Organisation structure	
<p>Journalists will work to the Assistant Editor in shaping on-the-day content for BBC Arabic both digitally, and on Radio.</p> <p>To work as part of the editorial team in the Amman Bureau for BBC Arabic Radio, responsible for carrying out editorial tasks and to ensure radio news & programmes, online and social media content (including video for web) produced from the location conforms to BBC editorial guidelines. On a daily basis, reports to Senior Journalist/Editor, Arabic Radio Service..</p> <p>Journalists will be part of this digital operation with excellent written and spoken Arabic and English</p> <p>S/he will be expected to work flexibly as required.</p>	

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> • To research, write, translate, edit or adapt items, stories or programme material for Arabic Radio News & Programmes • To work very closely with your team under the supervision of Amman Senior Journalist to prepare content for current Radio programmes and News. • To undertake pre and post production and studio work, live and pre-recorded. • After appropriate training, 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 find contributors and interviewees when required, as well as other sources of material and/or actuality, as appropriate and to the required specification. • To update the programmes 'webpages with digital content and engage with web users before and after broadcasting the programmes. • To work from field in Jordan and in the region when required to produce content for Radio programmes. • To prepare and broadcast in studio, live or recorded radio programmes. • To offer ideas for stories and items, programmes and series, attending pre-programme and planning meetings as required. To suggest new angles and formats on existing stories in order to bring them to life for the audience. • To liaise closely with team members in London and in the region and with contributors, reporters and stringers for commissioning material for the output. • To be able to perform on air with or without a script, conduct interviews and chair discussions, live or pre-recorded when required. • To be familiar with different technical systems, including news production systems, demonstrate a willingness to learn to operate new technology systems and to be able to adapt to different working methods. • To be prepared to take on any Journalist role required by the Editor or Senior Journalist in response to the needs of the newsroom.

- To build strong relationships with other parts of the BBC, in particular within the World Service.

Additional Skills, Knowledge & Experience

- Significant recent experience as a journalist with on-air broadcasting experience
- Comprehensive knowledge of regional and global news.
- Understanding of social media and digital journalism
- Ability to work independently and within a team with developed communication skills.
- Full command of standard Arabic and excellent command of English both written and spoken.

Approval	
Manager	Adel Soliman Arabic Radio Editor
HR Business Partner	Jill Wookey
Date	

