

Job title	Journalism Researcher		
Job family	Journalism	Band	B

Job purpose
Assist programme teams with the production of news articles and content.

Key responsibilities and accountabilities
<ul style="list-style-type: none"> • Generate ideas and stories; contribute to the creative treatment of an item or programme; provide clear treatments and proposals, ensuring consistency of content, quality and style. • Carry out in-depth background/subject research for all media, ensuring complete accuracy and critically evaluating the relevance and suitability of information. • Responsible for the simple operation of a variety of analogue and digital radio and TV equipment, etc. • To work closely with the production team before, during and after the output production. • Mentor and/coach new or junior members into the team, acting as buddy and giving direction. • Build and maintain contact lists and databases; research and compile source data into briefs for journalists or presenters. • Manage a range of research projects and resources. • Identify and secure suitable guests and contributors, and brief them on arrival as requested. • Delivering to tight deadlines while maintaining high editorial standards. • At all times to carry out duties in accordance with the BBC health and safety policy.

Knowledge, skills, training and experience
<p>Essential</p> <ul style="list-style-type: none"> • Proven record of contributing ideas for programmes, items and new treatments. • Some experience in media research in televisions, radio, print journalism or online, including the ability to identify key ideas, debates and issues within a field. • Ability to operate basic equipment for the capture of sounds and pictures. • Ability to work well within a team as well as on own initiative. • 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. • Proven ability to locate relevant sources of information, contributors, guests and other assets using initiative, perseverance and persuasion and an extensive contact base. Has the ability to establish rapport quickly with a wide range of people within and outside the BBC either face to face, over the telephone or in writing. • 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

Able to operate alone on items and other programme elements.

Scope

A role which supports the production of news articles and content by conducting research; also handling and distributing live and pre-recorded audio and video material.

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.