

Job title	Senior Journalist		
Job family	Journalism	Band	D

Job purpose

Responsible for an area of output, including editorial control, reporting, selection and compilation of material, production, leading teams and planning and implementing effective use of resources.

Key responsibilities and accountabilities

- Responsible for originating and producing stories which may include scripting, editing, outputting, filming and presenting content across a range of BBC output.
- Commission and select relevant materials ensuring they meet expectations of our audiences and adhere to the BBC’s editorial guidelines.
- May be required to undertake on-air reporting, may be required to film and edit material for broadcast where appropriate.
- May include the production and presentation of live or recorded programmes.
- May be required to present live or recorded content on radio, TV or online.
- As required, to allocate work to a team and check progress; ensure the professional contribution of staff and the quality of output.
- Seek ways to increase diversity in our workforce and to ensure that our output reflects the audiences we serve.
- Deliver journalism of the highest standard and within the required timeframe using available resources.
- To act as a facilitator of change, clearly communicating and distributing best practices between teams.
- 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

- A high standard of editorial judgment, writing ability and production skills based on substantial broadcast journalism experience.
- Maximises opportunities offered by existing and emerging technologies to their fullest extent.
- Ability to work effectively as a member of more than one team. Resolving conflicts as necessary.
- Ability to manage resources, staff, technical facilities and budgets, in order to make challenging broadcasting in the most cost effective manner.
- Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC.
- Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.
- 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

Significant level of responsibility. Uses initiative but seeks guidance where necessary. No line management responsibility but may mentor more junior staff.

Scope

A senior journalist covering a wide range of journalism activity, with significant experience and responsibility for programme/content creation.

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
Reports to (title)	Assistant Editor
Location base	Cairo- Egypt

Organisation structure

The Senior Journalist will work to the Assistant Editor supervising a team of Journalists in shaping on-the-day content for BBC Arabic both digitally, and on Radio.

The successful candidate will work as part of the editorial team responsible for carrying out the main editorial, managerial and administrative tasks, to ensure the multi-media output conforms to BBC Editorial Guidelines.

To supervise production work ensuring multimedia output conforms to BBC Editorial Guidelines, is lively and interesting and of relevance to the target area.

They will work to the Arabic Radio Editor and together act as a point of editorial reference, providing editorial leadership as required.

Senior Journalists will be part of this digital operation and have excellent written and spoken Arabic and English

S/he will be expected to work flexibly as required.

Additional job specific responsibilities and accountabilities

- To determine the content and running order of the programme; to supervise individual Journalists and Senior Journalist Reporters in the production of items through to transmission; to assign and brief Senior Journalist Reporters and determine priorities of production and resource staff.
- To plan for interactive content of programmes through phone-ins and relevant websites and maximise engagement with audiences and users.
- To ensure that programme content is suitable for digital platforms.
- For long-form items, to be responsible for the making of features which meet high journalistic standards and break new ground with originality and creativity; to manage all resources connected to the programme, including staff and production resources.
- To produce complex lead stories and oversee the work of others.
- To research, write, translate, edit or adapt items, stories or programme material.
- To find contributors and interviewees as well as other sources of material and/or actuality, as appropriate and to the required specification.
- To produce a debate or news special programmes, amending and updating material as required. To think through and take a lead around editorial problems, developing realistic alternative strategies and approaches for oneself and others.
- To offer ideas for stories and items, programmes and series, take a lead in 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.
- Interacting with Social Media/Trending stories and understanding the continuous growth of this area and its effects on our news agenda.
- 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 produce programmes in the studio and being flexible to news agenda changes.
- To examine ideas and packages, editorially and technically.
- To oversee strategic planning and research and to co-ordinate coverage and events to be covered by the radio output.
- To ensure Presenters, Senior Journalist Reporters and other production staff are fully briefed on programme material.
- To be involved in the training and development of less senior members of staff, including giving effective guidance and feedback.
- To make best use of new technologies in delivering our journalism to audiences, and to set an example in learning to operate new systems and adapting to different working methods.

- To deputise for the Assistant Editors in their absence as required.

Additional Key Skills, Knowledge & Experience

- Extensive experience of live radio journalism
- Clear understanding of radio digital & interactive journalism.
- Strong interest and knowledge of regional and international news
- Proven ability to lead and motivate teams of journalists and other staff
- Proven experience of making difficult editorial decisions under pressure
- Fluent spoken and written Arabic and English
- Working on a variable rota pattern which covers 7 days per week, 365 days per year including early morning starts, late night finishes and night shifts.

Approval	
HR Business Partner	
Date	30 September 2021