

Job title	Video Editor, BBC Africa		
Job family	News and Current Affairs		

Job purpose
Work with the Africa TV Programme teams, stakeholders in the Nairobi bureau, the TVU in London and other teams as required, to assemble video and associated sound input from all sources to WS TV, video and digital outlets.

Key responsibilities and accountabilities
<ul style="list-style-type: none"> • Edit pictures and sound to support multilingual, multi-media and multi-platform reports in BBC Language TV and video output • Create and develop visual effects treatments to enhance the telling of a story • Ingesting, editing and publication of all TV and video content in base and on location • Record incoming pictures and sound from all sources (including rushes, OBs, agency feeds, satellite, regions and studios). • Record edited stories from regions and remote locations. Make final edit to stories prepared where shooting and editing conditions are difficult, to refine them for transmission • Copy material from archive and other sources for customer departments and be able to use site to site transfers • Have an intimate working knowledge of the latest versions of editing software and FTP

Knowledge, skills, training and experience
<p>Essential</p> <ul style="list-style-type: none"> • A comprehensive and up to date knowledge of craft editing techniques, and the skill of adapting editing techniques to suit the varying demands of WS Language TV programmes. • A thorough understanding of live television production techniques. An ability to work effectively with production teams and understand their requirements, operational and production. • A comprehensive knowledge of and interest in News and Current Affairs • Ability to assimilate information rapidly, and identify the key elements of the story which must be illustrated. • An understanding of the requirements of TV and online video output and how it fits within the editorial proposition and strategy of BBC World Service and BBC News. • Good interpersonal skills and able to establish harmonious working relationships with a variety of personalities, and maintain these under pressure. • A thorough awareness of the systems supporting the edit platforms e.g. Jupiter, Qedit, FCP and File Transfer. • A comprehensive knowledge of BBC safety procedures. • Knowledge of transmission procedures and talkback techniques, experience in recording and transmitting pictures and sound in all broadcast formats. • Willingness to adapt and learn new editing platforms and to maintain the skills to a high level. • A thorough knowledge of all the requirements of the BBC's editorial policy <p>Desirable</p> <p>Camera skills including shot composition, filming of sequences, PTCs and live broadcast would be desirable though not essential for the role.</p>

<ul style="list-style-type: none"> •

Job impact
<p><i>Decision making</i></p> <ul style="list-style-type: none"> • Problem solves and be proactive in achieving editorial objectives with limited resources. • Demonstrates balanced and objective judgement based on a thorough understanding of BBC editorial guidelines, target audience, programme and department objectives. • Able to think ahead in order to establish an efficient and appropriate course of action for self and others.. • Able to build and maintain effective working relationships with a range of people. • Can maintain personal effectiveness by managing emotions in the face of pressure, setbacks or when dealing with provocative situations. • Ability to present sound and well–reasoned arguments to convince others. • Able to get ones message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information. • Adapts and works effectively with a variety of situations, individuals or groups. <p><i>Scope</i></p> <p>Finance:</p> <ul style="list-style-type: none"> • Takes responsibility for delivering a project on time and on budget, working with a Project Manager or Producer

Other information	
For Reward team use only	
Job Code	
Definition:	Support

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.

