

<b>Job title</b>	<b>Journalist</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Band</b>	<b>C</b>

**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.
- 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

**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.

<b>Division</b>	
<b>Reports to (title)</b>	
<b>Location base</b>	

<b>Organisation structure</b>	

**Additional job specific responsibilities and accountabilities**

- Meet deadlines and changing priorities and circumstances.
- An understanding of health and safety procedures and how they apply to broadcasting.
- Know very well the role of social media and how to use the programme’s platforms for a better promotion of the programme
- Knowledge of how to increase the presence of social media in the programme
- Have very good command of Arabic language and English
- The ability to voice and write reports with no grammar mistakes

- Have an editorial depth and wide knowledge of current affairs issues in addition to cultural and social affairs, in the Arab region.
- Have previous experience in reporting and being on screen
- Can structure a report and script it.
- 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 programmes and understands how individual differences can benefit the BBC
- 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

***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.

<b>Approval</b>	
<b>Manager</b>	Name and job title
<b>HR Business Partner</b>	Name
<b>Date</b>	