

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	BBC Africa
Reports to (title)	Editor
Location base	Johannesburg, South Africa

Organisation structure

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Additional job specific responsibilities and accountabilities

This is a key role to boost our original journalism for BBC News and BBC Africa output. Responsible for producing stories of high impact which may include scripting, editing, filming and presenting for a range of programmes on BBC Africa and BBC News.

The ideal candidate will have a good track record in news production for digital, TV and radio.

- To produce in the field news team who are needing to deliver breaking news to main BBC News output, which may include producing, researching; writing; video/radio editing and leading a deployment, sometimes in hostile environments, but always fully observing the BBC Editorial Guidelines.
- Alert editors to breaking news and be ready to file accurate, immediate on the spot reports and present, as soon as possible. Check and advise against coverage when necessary.
- Develop and use all formats and platforms available to tell the story in the most appropriate way and in particular developments in social media to deliver our journalism to audiences.
- Supply items for the news diary, coming up with a stream of realistic coverage ideas and working collaboratively with other BBC reporters and producers in the field/region.
- Provide regular advice on news developments, guidance on agency or newspaper stories and briefings on government policies.
- To gather material for broadcast on news topics and events which is reflective of the audiences we serve
- Maintain regular and clear communication with the Editors ensuring everyone is briefed on own movements and contact numbers at all times throughout the assignment.
- 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

Essential skills and experience

- Experience of live broadcasting, including live breaking news, on what technical needs this entails.
- Proficiency in the use of broadcast equipment and delivering for multimedia platforms.
- Good journalistic instincts on what's a good story and how best to tell it.
- Demonstrates balanced and objective judgement based on a thorough understanding of BBC Editorial guidelines, target audience, programme and department objectives. Makes the right editorial decisions, taking account of conflicting` views where necessary.
- A demonstrable interest in new media which will include knowledge of how to exploit a story for digital and proven skills in generating original newsgathering. Filming and video editing experience (FCP or similar) is desirable.
- Work collaboratively with other Reporters and producers across Africa

- Ability to convey story and programme ideas and to contribute fully to the planning process
- Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC. Awareness on the 50/50 programme is expected.
- Able to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of information.
- The flexibility and adaptability to sustain performance, particularly under pressure to meet deadlines and changing priorities and circumstances. A strong understanding of efficient workflows is expected, where delivering with urgency but with quality is fully understood.
- Experience in working as a producer in hostile environments is a plus.
- An understanding of Health & Safety procedures and how it applies to broadcasting