

Job title	Researcher		
Job family	Content Production	Grade	B

Job purpose

As part of a highly creative production team you will identify, research and develop ideas and content, often to tight deadlines. You will contribute to the delivery of content and provide support across all output as required.

Key responsibilities and accountabilities

- To assist in the planning, production and maintenance of content on a variety of platforms
- To research accurately when producing original content in keeping with editorial brief, using a wide range of sources and reference material in-keeping with audience needs and expectations & adhering to known BBC policies & guidelines
- To set up and maintain information systems for optimal output.
- Suggest, develop and research appropriate ideas and present these to the producer/line manager for feedback and review.
- Sourcing and clearing material for broadcasting and publishing.
- To liaise with contributors, experts and talent, where required.
- Support the senior members of the production team in a wide variety of tasks, including technical/digital by the needs of the production as required.
- May be required to manage the workload of the runner and work experience team members, or equivalent.
- To assist in ensuring that output complies with the BBC Health and Safety policy

Knowledge, skills, training and experience

Essential

- An awareness of BBC editorial guidelines and other compliance policies, or has the desire to glean this knowledge quickly.
- Understanding of the importance of the BBC's values in accuracy and impartiality.
- Passion for broadcasting and the media industry
- Practical experience of television, radio or online production, or experience in an equivalent medium.
- Ability to use IT proficiently, including a range of software packages.
- A demonstrable aptitude for detail and accuracy in all areas.
- Excellent interpersonal verbal and written skills and the ability to communicate effectively and appropriately with a wide variety of internal and external colleagues and contributors.
- The ability and/or experience of gathering and presenting information.
- Demonstrable time management and organisational skills and the initiative to work both independently and as part of a team.
- Resilience and stamina to sustain performance when under pressure from a high volume of work and conflicting priorities.
- Ability to use own initiative with confidence, using judgement to escalate where necessary.
- Proven ability to work with new and emerging technologies to deliver content to audiences in the most effective ways.

- The ability to generate and develop achievable creative ideas for content & programming output and to pitch ideas with the necessary supporting documentation.
- An understanding of basic team management skills
- An up to date knowledge of the BBC's diverse audiences and their needs and expectations and use this to shape creative and engagement output.
- The ability to problem solve and suggest effective solutions.
- Awareness of financial responsibility and budgets.

Job impact
<p><i>Decision making</i></p> <p>Receives an appropriate level of editorial guidance and direction.</p> <p><i>Scope</i></p> <p>Duties are dependent on area of responsibility.</p>

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	
Reports to (title)	
Location base	

Organisation structure	
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Additional job specific responsibilities and accountabilities	
<u>Key responsibilities</u>	
Provide specific support to the assistant producer as specified by the assistant producer	
<u>Skills, Experience etc</u>	
Negotiating prices for location, props and suchlike within BBC editorial guidelines	
Proficient camera and editing skills and the ability and desire to learn new technical skills as required	
Ability to plan ahead for all likely eventualities and suggest / implement on agreement solutions to potential situations	
<u>Desirable</u>	
Driving	
Sound recording	
Basic edit producing	

Approval	
Manager	Name and job title

JOB DESCRIPTION



HR Business Partner	Name
Date	