

Job title	Journalist		
Job family	Journalism	Band	C

Job purpose

Originate and produce, as part of a team, a wide variety of news and current affairs content for relevant output. **Please see the Appendix for further details.**

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.
- Demonstrates sound editorial and policy decisions based upon a clear understanding of the BBC's distinctive news agenda, the requirements of news and current affairs coverage and the audience.
- 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 meet deadlines and changing priorities and circumstances.
 - An understanding of health and safety procedures and how they apply to broadcasting.

Job impact
<p>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.</p> <p>Scope Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.</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

Division	News, World Service
Reports to (title)	Senior News Editor
Location base	Delhi, India

Organisation structure	
<p>BBC World Service, as part of BBC News, is an international multimedia broadcaster, delivering a wide range of language and regional services to serve global audiences. It uses multiple platforms to reach its weekly audience of 394 million across 42 languages. BBC World Service is committed to impartiality, and promotes access to independent and accurate news and provides media literacy training.</p> <p>Challenging disinformation is a strategic objective for World Service and it is now setting up a new Disinformation Unit to tackle fake news. Producing high-impact and original journalism, the unit will work closely with our six Indian language services, based in Delhi, to provide our global audiences with reliable news to spot disinformation and keep themselves immune from fake news.</p>	

Additional job specific responsibilities and accountabilities**Role Responsibilities**

- To produce digital videos, write copy and create content for different social media platforms
- To use verification and fact-checking tools to verify the accuracy of stories that have gone viral
- To use social listening tools to identify trends and find story ideas
- To create digital assets including graphics, charts, maps, memes, etc to explain difficult topics
- To work closely with our editorial teams in India and the UK across multiple platforms to create the greatest impact.

Additional skills/knowledge

A successful record in digital news production with demonstrable experience of both writing text and producing video content to the highest editorial standards.

Demonstrable experience producing content for social media. Enthusiasm for reaching new audiences on social and knowledge of social media best practice, key opportunities and of BBC/WS social strategy.

Significant experience with fact-checking and spotting fake news.

A clear understanding of the needs and profile of our target audiences across World Service and the ability to translate these into imaginative and compelling multi-platform content.

A self-starting individual – you will be able to come up with ideas, get them commissioned made and delivered efficiently and picked up by teams and platforms across BBC news.

The ability to plan and organize time and resources effectively and to manage projects to conclusion according to deadlines.

A good knowledge of English including complete comprehension of written and spoken English and the ability to communicate effectively.

Fluency in one of our 6 Indian languages (Hindi, Marathi, Gujarati, Punjabi, Telugu, and Tamil) is advantageous.

Strong working knowledge of the data and analytics tools available and demonstrable evidence of using them effectively.

The ability to work fast, accurately and under pressure.

In depth knowledge of South Asian politics and media landscape would be a distinct advantage.

JOB DESCRIPTION



Experience of shooting video would be an advantage.

Approval	
Manager	Hernando Alvarez, Head of Central Services, BBC World Service
HR Business Partner	Kiran Chahal
Date	July 2021