

<b>Job title</b>	<b>Journalist</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Proposed 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 on line. 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 & 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, the programme departments and the audience
- Ability to use technology as required, in order to gather material for broadcast.

- 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 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, prioritising, 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 & Safety procedures and how it applies to broadcasting

**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>	News – World Service, BBC Africa
<b>Reports to (title)</b>	SBJ Team Manager, BBC Afrique
<b>Location base</b>	<b>NBH London</b>

<b>Organisation structure</b>	
<p>BBC Africa is a multimedia operation with an extremely varied output focusing on African and Global audiences. It offers a unique service which delivers first class content about Africa for Africa and for the rest of the world. From covering breaking news, sport, arts, business and features to challenging decision makers and discussing issues which affect the daily lives of Africans, our programmes are delivered across a range of platforms.</p> <p>BBC Afrique broadcasts on television, radio, mobile and digital on <a href="http://www.bbc.co.uk/afrique">www.bbc.co.uk/afrique</a> from London and its Dakar Bureau. We’re looking to recruit Broadcast Journalists with first class TV production expertise to join the London – based team that makes a daily news and current affairs programme for our audiences in Francophone Africa.</p> <p>Our multi-media output is varied but with a strong emphasis on regional and international news and current affairs. Tight deadlines and news updates are the norm, and the ability to enjoy and thrive in such a fast-paced production environment is a quality we look for in all prospective staff.</p>	

<b>Additional job specific responsibilities and accountabilities</b>
<p><b>MAIN DUTIES</b></p> <ul style="list-style-type: none"> <li>• To research, output, report, present, write, edit and adapt stories or programme material for all multimedia platforms, primarily on TV.</li> <li>• To perform live on audio or video with or without a script, live or in recording sessions, either as Programme Producer, or as a participant in others' productions.</li> <li>• To undertake pre and post production and studio work, live and pre-recorded. After appropriate training, use a range of video, audio &amp; digital equipment and information technology to research, write, assemble, edit and deliver programmes in the appropriate medium, to the highest professional standards.</li> <li>• To undertake pre and post production and studio work, live and pre-recorded. After appropriate training, use a range of video, audio &amp; digital equipment and information technology to research, write, assemble, edit and deliver programmes in the appropriate medium, to the highest professional standards.</li> <li>• To create, produce, maintain and promote online and multimedia contents, including social media and interactive output.</li> <li>• Although the roles focus on TV output, you can expect to be involved in all aspects of multimedia journalism including; presenting, interviewing, writing for the web, radio and television reporting and developing our interactivity and social media offer.</li> <li>• In addition, BJs will be expected to work closely with other language services in BBC Africa</li> </ul>

as well as the rest of the BBC, building relationships that will be mutually beneficial and which enable BBC Africa take a leading role in the overall BBC coverage of Africa.

- Shift work will be required which will include public holidays. Occasionally, you may be required to travel abroad on assignment.
- All BBC Africa service staff may be required to work with or move to other programme teams on a multi-media basis and to have the ability to work across a range of skills in a flexible manner.
- To ensure that BBC Editorial guidelines and all relevant legal, contractual and copyright requirements are met, referring upwards in cases of difficulty or doubt.
- To liaise closely with other team members and with contributors, reporters and stringers. To advise other parts of the BBC on target area affairs.
- To build strong relationships with other BBC Africa TV programme makers (Somali TV, Focus on Africa TV and BBC Swahili in particular) as well as with other parts of the BBC to enable the efficient production of content.

**SKILLS AND EXPERIENCE**

- Complete comprehension of written and spoken English and the ability to communicate effectively.
- A full command and up to date knowledge of French as a first or equivalent language and the ability to communicate effectively.
- An excellent broadcasting voice and strong presentation skills with the ability to perform on camera and at the microphone with flair.
- Proven track record of producing stories and programmes for TV.
- A strong understanding of the constraints of generating original TV material in French from Africa and for Africa and preferably proven experience in delivering powerful stories for TV.
- Substantial recent and relevant full-time experience as a journalist, both in originating material and editing the work of others.
- Experience of reporting, in the field, on African political, economic, sport and social issues
- Ability to write scripts and adapt with accuracy, clarity and style appropriate to differing audiences and forms of media.
- Wide and up to date knowledge of Eastern, Southern or Western Africa and an in-depth understanding of its history, politics, social issues and culture as well as the changing needs of the audience.

Approval	
<b>Manager</b>	Vera D. Kwakofi, BBC Africa TV Editor
<b>HR Business Partner</b>	Liz Kewin



<b>Date</b>	13 August, 2018
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