

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.

- 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

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	Americas Hub – BBC Brasil
Reports to (title)	Silvia Salek
Location base	London

Organisation structure	
<p>BBC World Service is an international multimedia broadcaster, part of BBC News, delivering a wide range of language and regional services and working increasingly with other parts of BBC News to serve global audiences. It uses multiple platforms to reach its weekly audience of over 320 million globally, including TV, digital platforms including social media, AM, FM, shortwave, digital satellite and cable channels.</p> <p>All Language Services are multiplatform, with a multimedia website with a focus on digital video, text, interactivity for both desktop and mobile platforms. BBC Brasil provides news and current affairs to Portuguese-speaking audiences in Brazil and around the world on digital. Its multimedia content, distributed to various partners in Brazil, available on www.bbcbrasil.com and Social Media platforms, reaches around 20 million unique users monthly.</p>	

Additional job specific responsibilities and accountabilities
<p>JOB PURPOSE</p> <p>To create original and impactful digital content for BBC Brasil.</p> <p>You should be a creative and versatile journalist, with a strong understanding of what makes good digital content and how it is consumed on different platforms. A deep knowledge and experience on digital video will be an advantage. We're looking for a producer who is passionate about digital storytelling. As the digital landscape is changing you would need to be as nimble as the technologies.</p> <p>You will need to ensure that any output material for which the post holder is responsible meets the standards required by the BBC.</p> <p>You will need sound editorial judgment, understanding international affairs as well as Brazilian affairs, sharp editing skills and the ability respond to breaking news. Candidates should enjoy working under pressure and bring plenty of story and treatment ideas to the role.</p> <p>MAIN DUTIES</p>

1. To research, report, write, translate, edit and adapt stories or programme material.
2. To have a deep understanding of metric analytics to understand audiences needs and create content relevant for them.
3. To ensure that BBC Editorial principles and all relevant legal, contractual and copyright requirements are met, referring upwards in cases of difficulty or doubt.
4. All producers may be required to travel off base on short reporting trips and assignments, to travel to London as required and to spend longer periods of time in the target area.
5. All digital journalists may be required to work with or move to other teams and to have the ability to work across a range of skills and in a flexible manner, and to carry out these responsibilities in accordance with the BBC's overall standards and values.

KNOWLEDGE, SKILLS AND EXPERIENCE

- A full command and up to date knowledge of Portuguese as first (or equivalent) language.
- Excellent written Portuguese and an ability to use language to tell a story effectively.
- Experience with live video presentation, preferably in Social Media platforms.
- Experience with shooting and editing videos for Social Media.
- Experience on digital video will be an advantage.
- Evidence of recent original journalistic work of impact in the target area.
- Complete comprehension of written and spoken English and the ability to communicate effectively.
- Experience of reporting, in the field, on international and/or Brazilian current affairs issues.
- Able to demonstrate a good range of contacts for interview purposes including political and economic analysts, politicians, etc.
- Interest in a broad news agenda.
- Ability to write, adapt and translate with accuracy, clarity and style appropriate to differing audiences and forms of media, suitable for multimedia output.
- Wide and up to date familiarity with the target area and an in-depth understanding of its history, politics, social issues and culture as well as the changing needs of the audience.

- A thorough knowledge and understanding of news and current affairs in the target area.
- An extensive knowledge of the media situation in the target area and the way it is developing.
- A thorough knowledge of the aims, objectives and standards of BBC World Service.
- An understanding of the BBC's distinctive news agenda and a wider interest in the strategy of the BBC as a whole.

Approval	
Manager	Silvia Salek
Resourcing Business Partner	
Date	May, 2020