

WORLD SERVICE - JOB DESCRIPTION

Job Title: Multimedia Editor, Brazilian Service
Grade: 8D
Reports To: Bureau Editor, Current Affairs Editor, Service Head
Base: Sao Paulo Bureau

Job Purpose

To assist the Editors in London and São Paulo in the day-to-day management of the News team, being responsible for ensuring the highest editorial and production standards and for planning and promoting news output. To work closely with colleagues in London to ensure seamless transition between the teams. To be a member of the management team and to undertake duties accordingly as delegated by the Editors. To help adapt working practises to meet the needs of a fast changing multimedia market. To contribute to the vision and strategy of the Service.

Main Duties

1. To organise teams of staff to produce content for BBCBrasil.com
2. To oversee staff in the researching, writing, translating, editing and adapting of stories or to undertake such duties directly.
3. To ensure that such stories are illustrated with appropriate material, including images, video, audio and interactivity.
4. To oversee staff in the finding of contributors and interviewees as well as other sources of material and to the required specification. To undertake these duties directly.
5. To maintain professional journalistic standards of accuracy, impartiality and fair dealing and adhering to the BBC's Producers guidelines.
6. To liaise with other team leaders to coordinate video, interactive and added value content, ensuring that the BBCBrasil.com offer is coherent and engaging. To work with the Specials team to coordinate the publication of specials on bbcbrasil.com.
7. To oversee original newsgathering. To develop a wide range of contacts advising staff to ensure efficient and effective news gathering and output. To commission, review and supervise the work of correspondents, reporters and stringers. To motivate them and to liaise sensitively and effectively with outside contributors and with outside contacts.
8. To offer ideas for coverage. To suggest new angles on existing stories, means of moving the story on, and to put forward stories not yet covered. To conduct interviews either in the studio or on location, live or pre-recorded.
9. To proactively contribute to the planning process. To understand the Service's strategy and to suggest ideas appropriate to its distinctive style and content. To

- help meet the Service's objectives for the number of visits to the internet site and radio audience growth and ensure staff awareness of the relevant data.
10. To be aware of all the platforms that a story could perform well on and take decisions about which platforms to employ, e.g. mobiles, video, social networks etc
 11. To maintain a high level of linguistic and production standards across all platforms giving proper editorial consideration to decisions on suitability, quality and emergency changes in output.
 12. To perform in either audio or video a wide variety of material with or without a script, conduct interviews and chair discussions, live or pre-recorded.
 13. To be involved in building and leading the team. To motivate and supervise members of the team. To be involved in the training and day to day supervision of Producers. To provide them with regular feedback. To contribute to the assessment of staff and their development.
 14. To be aware of traffic to the website and make informed decisions based on an understanding of user requirements. To monitor the growth of the Spanish web site, its use and identify areas for expansion.
 15. To take budgetary responsibility for the output they are producing.
 16. To arrange emergency changes in output and rota to ensure adequate staffing levels and assisting with the management of leave.
 17. To promote an excellent relationship between production teams in London and São Paulo and overseas, working actively to ensure good handovers, regular communication and the appropriate resolution of misunderstandings.
 18. To maintain effective working relationships with editorial, technical and administrative support teams, thus promoting the most effective and cost-effective ways of improving output.
 19. To react to output evaluations and ensure necessary changes are implemented.
 20. To assist the editors in managing partner relationships and to work with the multimedia syndication producer to promote relevant content to the partners.
 21. To deputise as required.
 22. 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.
 23. To have an in-depth knowledge on how to devise content for maximum impact in Social Media and via search mechanisms.
 24. To follow developments in the market in terms of usage, helping the service develop new products and explore new platforms.
 25. To have the ability to create multimedia mobile-friendly content.

Required Knowledge, Skills and Experience

- A full command and up to date knowledge of Portuguese (first or equivalent).
- Excellent written Portuguese and an ability to use language to tell a story effectively. Experience of TV or radio presentation an advantage.
- Fluent in English, both in written and spoken form and the ability to communicate effectively.
- Substantial experience as a broadcast or print journalist for the target area.
- Ability to write, adapt and translate with accuracy, clarity and style, appropriate to differing audiences and forms of media.
- Wide, thorough and up to date familiarity with the Portuguese-speaking world and an in-depth understanding of its news and current affairs, history, politics, social issues and culture as well as the changing needs of the audience.
- An extensive knowledge of the media situation in Brazil and how it is developing. Understanding of the partner opportunities in the market and experience of liaising effectively with partners, providing the Service with useful information.
- A thorough knowledge of, and interest in, international and British current affairs, as they affect the target area.
- Extensive knowledge of the internet and how to maximise the platform for the BBC's purposes.
- In depth knowledge of the BBC's distinctive news agenda and a wider interest in the strategy of the BBC as a whole. Good knowledge of the output of the World Service and its aims and objectives.
- Experience of supervising staff and ability to assist in training and development.
- Excellent team management and personal leadership skills, including the ability to identify strengths and weaknesses within the team and build on this constructively.
- Ability to adapt and work effectively with a variety of situations, individuals or groups.
- Experience of managing resources.
- Experience of and willingness to go reporting trips, overseas postings or special series.
- Good keyboard / computer skills and the ability to acquire technical skills and to operate technical equipment are essential.

Competencies

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Editorial Judgement** - 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.
- **Commitment to the BBC and the Spanish Service strategy** – demonstrates an interest and willingness to help the BBC achieve its objectives in the target area.
- **Decision Making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Imagination / Creative Thinking** – Is able to transform creative ideas/impulses into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions.
- **Communication** – The ability to get one’s message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Planning and Organisation** – Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Leadership** – Ability to create a vision and inspire others to realise it irrespective of circumstances.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, set backs or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.
- **Influencing and Persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.
- **Developing Others** - is able to recognise the potential (managerial, professional, artistic or otherwise) and is willing to foster the development of that potential. Creates a climate in which potential can be realised.
- **Flexibility** - adapts and works effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one’s own organisation or job requirements.