

Job title	Senior Journalist		
Job family	Journalism	Proposed band	D

Job purpose

Responsible for an area of output, including editorial control, reporting, selection and compilation of material, production, leading teams and planning and implementing effective use of resources.

Key responsibilities and accountabilities

- Responsible for originating and producing stories which may include scripting, editing, outputting, filming and presenting content across a range of BBC output.
- Commission and select relevant materials ensuring they meet expectations of our audiences and adhere to the BBC’s editorial
- May be required to undertake On-Air reporting, may be required to film and edit material for broadcast where appropriate.
- May include the production and presentation of programmes. This might be live or recorded.
- May be required to present the content on radio, TV or on line. This might be live or recorded.
- As required, to allocate work to a team and check progress; ensure the professional contribution of staff and the quality of output.
- Seek ways to increase diversity in our workforce and to ensure that our output reflects the audiences we serve.
- Deliver journalism of the highest standard and within the required timeframe using available resources.
- To act as a facilitator of change, clearly communicating and sharing best practices are shared between teams.
- 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

- A thorough understanding of production methods used in BBC news and the ability to adapt to new media.
- A high standard of editorial judgment, writing ability and production skills based on substantial broadcast journalism experience.
- Exploits opportunities offered by existing and emerging technologies to their fullest extent.
- Ability to work effectively as a member of more than one team. Resolving conflicts as necessary.
- Ability to manage resources, staff, technical facilities and budgets, in order to make challenging broadcasting in the most cost effective manner.
- Demonstrates a commitment to improving diversity in the BBC and understands

- how individual differences can benefit the BBC.
- Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.
 - 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
<p>Decision making Significant level of responsibility. Exercises autonomy but seeks guidance where necessary. No formal management responsibility but may informally manage more Junior staff.</p> <p>Scope A senior journalist covering a wide range of journalism activity, with significant experience and responsibility for programme/content creation.</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	BBC Russian Service
Reports to (title)	BBC Russian Service Social Media Editor
Location base	NBH London

Organisation structure	BBC Russian Social Media Team

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> • Candidates must demonstrate fluency in written and spoken Russian and the ability to communicate in Russian effectively, including the ability to write and oversee scripts and adapt with accuracy, clarity and style appropriate to differing audiences and forms of media. • Senior Broadcast Journalists works to the Russian service Editor (Social Media) to support the expansion of digital video, primarily on BBC Russian YouTube channel and other social media platforms but also on bbcrussain.com. • The Senior Broadcast Journalist (YouTube) has to desk edit video offer, ensuring that output conforms to the highest editorial, visual and production standards; is engaging and interesting and of relevance to the target area; and that BBC editorial guidelines are adhered to. • Working alongside TV, Social Media and Multimedia desks, to act as a point of editorial reference for producers and correspondents, providing editorial leadership as required. • To use editorial judgement, creativity and flair to make original and compelling digital video content. • To write and edit video quickly and engagingly under pressure and to sub-edit or rework other people’s scripts and edits. • To flag up editorial issues and discuss them with Social Media and Digital Video Editors. • To work with graphic designers to produce creative and original graphics sequences, which can be reversioned and used by other BBC departments. • To liaise closely with colleagues from Multimedia, TV, Social media desks, reporters and producers across BBC departments in London and abroad. • To build and maintain links with the Newsroom including the DigiHub, TVU,

Digital 24/7, World News TV and other Language services to enable the efficient production of content.

- To maintain professional journalistic standards of accuracy, impartiality and fair dealing and adhering to the BBC's Editorial guidelines.
- To offer ideas for digital video treatment for daily output and future diary events. To suggest new angles on existing stories and to put forward stories not yet covered. To understand the BBC Russian strategy and to suggest ideas appropriate to its distinctive style and content.
- To show up-to-date awareness of the competition and mass media markets in Russia and in the FSU.
- To ensure that BBC Editorial guidelines and all relevant legal, contractual and copyright requirements are met, referring upwards in cases of difficulty or doubt.
- Proactively identify possible improvements and innovation in video formats, working practices and coverage priorities.
- To act up as requested by senior, Social Media and Digital Video editors.
- All journalists 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 and in a flexible manner, and to carry out these responsibilities in accordance with the BBC's overall standards and values.