

<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
<p><b>Decision making</b> 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><b>Scope</b> 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.

<b>Division</b>	<b>WS Languages, Asia Region</b>
<b>Reports to (title)</b>	<b>BBC News Nepali News Editor</b>
<b>Location base</b>	<b>Kathmandu</b>

<b>Organisation structure</b>	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 426 million globally, including TV, digital platforms including social media, AM, FM, shortwave, digital satellite and cable channels.
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<b>Role Responsibility</b>	We are looking for a creative and highly skilled Journalist to work in our Kathmandu bureau for BBC News Nepali. You'll need to be able to produce journalism of the highest quality in Nepali language for our multi-platform operation – text, video and audio. You'll be working as part of a team and you'll need to be able to work flexibly according to the demands of our newsroom operation.
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<b>Additional job specific responsibilities and accountabilities</b>	
	<ul style="list-style-type: none"> <li>• Works with other members of BBC News Nepali and the wider News Division to identify and produce original news and general interest content for Nepali speaking audiences.</li> <li>• Generates ideas jointly with Visual Journalism colleagues in Delhi that enrich our content with creative and original, motion graphics, explainers and data visualisations.</li> <li>• Shows visual creativity in the use of pictures and graphics to illustrate and explain events and complex stories.</li> <li>• Able to work under pressure on breaking and developing news stories in a newsroom environment and out in the field.</li> <li>• Effectively manages relationships between Kathmandu, Delhi and London to ensure coherence and consistency.</li> <li>• Uses data analytics tools as means of measuring growth against targets, assisting in day to day planning operations as well as strategic decision-making.</li> <li>• Is aware of social trends in the region and is able to make informed decisions on upcoming stories based on these.</li> <li>• Shows up to date awareness of the competition and mass media markets in Asia.</li> <li>• Is able to travel to the bureaus in Asia Region as and when required.</li> </ul>

<b>Approval</b>	
<b>Manager</b>	Jitendra Raut, News Editor
<b>HR Business Partner</b>	Kiran Chahal
<b>Date</b>	<b>01/03/2021</b>