

Job title	Senior Journalist		
Job family	Journalism	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 guidelines.
 - 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 live or recorded programmes.
 - May be required to present live or recorded content on radio, TV or online.
 - 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 distributing best practices 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 high standard of editorial judgment, writing ability and production skills based on substantial broadcast journalism experience.
 - Maximises 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 and safety procedures and how they apply to broadcasting.

Job impact

Decision making

Significant level of responsibility. Uses initiative but seeks guidance where necessary.
No line management responsibility but may mentor more junior staff.

Scope

A senior journalist covering a wide range of journalism activity, with significant experience and responsibility for programme/content creation.

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	WS Languages, Asia Region
Reports to (title)	News Editor, Indonesian Service
Location base	Jakarta

Organisation structure	BBC World Service produces news content for millions of people in English and 42 other languages. 16 of those language services make up the Asia Region and BBC News Indonesia is one of them, producing award-winning journalism in Bahasa Indonesia language. We are looking for a deputy service editor to help manage the Indonesian service and lead the planning operation.
-------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Role responsibility

BBC News Indonesia has a multiplatform website, interactive, video and audio content, serving Bahasa-speaking audience in Indonesia, Southeast Asia and the world. We are leaders in social media innovation, have a dynamic and growing presence on digital platforms, we make TV and we produce daily live radio news programmes.

The Senior Journalist is line managed by the Service Editor and will have line management responsibilities. Duties will include:

- Commissioning and deploying individuals and teams, including to high risk areas sometimes at short notice on breaking stories.
- Ensuring assignments are managed efficiently, that content meets deadline and within budget to the highest standards.
- -Signing off on editorially difficult stories, giving timely and constructive feedback to more junior members of the team.
- -Using audience insights and data analytics to inform story coverage and help the service to achieve its objectives.

Additional job specific responsibilities and accountabilities

- Fluency in both written and spoken English and Bahasa Indonesia.
- Proven track record of producing stories and programmes for digital, audio and TV platforms, and proven editorial judgement.
- Substantial recent and relevant full-time experience as a journalist, both in originating material and editing the work of others.
- Ability to write scripts and adapt with accuracy, clarity and style appropriate to differing audiences and forms of media.

JOB DESCRIPTION



- A passion for International news and a thorough current knowledge and understanding of news and current affairs as well as history, social issues, business arts/culture and sports.
- A demonstrable interest in working in a multimedia environment and in encouraging audience involvement.
- A demonstrable interest in digital media and how to exploit it for the BBCs purposes.
- A thorough knowledge of the aims, objectives and standards of BBC World Service and Global News.

Approval	
Manager	Olivia Rosalia, News Editor, BBC News Indonesia
HR Business Partner	Ruchika Karakoti
Date	03/08/2020