

Job title	Journalist		
Job family	Journalism	Proposed 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 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

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.

Scope

Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.

Other information

For Reward team use only

<i>Job Code</i>	
<i>Definition:</i>	<i>Content</i>

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 NI News & Current Affairs
Reports to (title)	Senior Journalist / Assistant Editor
Location base	Belfast

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> • <i>Offering original stories for television, radio and digital platforms</i> • <i>Confidence in handling audio and video for television, radio and digital platforms</i> • <i>A thorough understanding of the editorial benefits and dangers of social media and an ability to interact informally but credibly with the audience on social platforms</i> • <i>Delivering creative treatments for television, radio and digital platforms</i> • <i>Casting compelling discussions and debates</i> • <i>Strong journalistic skills and a passion for news and current affairs.</i> • <i>An extensive and sound knowledge of politics, current affairs and ongoing issues in Northern Ireland, the Republic of Ireland and further afield.</i>

Approval	
Manager	<i>Name and job title</i>
HR Business Partner	<i>Name</i>
Date	