JOB DESCRIPTION

BBC

Job title	Journalism Researcher		
Job family	**Journalism**	**Proposed band**	**B**

Job purpose

Assist programme teams with the production of news articles and content.

Key responsibilities and accountabilities

- Generate ideas and stories; contribute to the creative treatment of an item or programme; provide clear treatments and proposals, ensuring consistency of content, quality and style
- Carry out in-depth background / subject research for all media, ensuring complete accuracy and critically evaluating the relevance and suitability of information
- Responsible for the simple operation of a variety of analogue and digital radio and TV equipment, etc.
- To work closely with the production team before, during and after the output production.
- Mentor and/coach new or junior members into the team, acting as buddy and giving direction
- Build and maintain contact lists and databases; research and compile source data into briefs for journalists or presenters
- Manage a range of research projects and resources
- Identify and secure suitable guests and contributors, and brief them on arrival as requested
- 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

- Proven track record of contributing ideas for programmes, items and new treatments
- Some experience in media research in televisions, radio, print journalism or online, including the ability to identify key ideas, debates and issues within a field
- Ability to operate basic equipment for the capture of sounds and pictures
- Ability to work well within a team as well as independently and pro-actively
- 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.
- Proven ability to locate relevant sources of information, contributors, guests and

other assets using initiative, perseverance and persuasion and an extensive contact base. Has the ability to establish rapport quickly with a wide range of people within and outside the BBC either face to face, over the telephone or in writing.

- 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
Able to operate alone on items and other programme elements. No managerial responsibility

Scope
A role which supports the production of news articles and content by conducting research; also handling and distributing live and pre-recorded audio and video material.

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.

B B C

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	**Digital Current Affairs**
Reports to (title)	
Location base	**London**

Additional job specific responsibilities and accountabilities
If you want to part of the BBC's drive to increase engagement with younger audiences (under-35s), this could be the job for you. The digital current affairs department is looking for a talented, creative researcher for its picture desk. The desk sits at the heart of the BBC News website's daily visual output, but it also originates and commissions high-impact photography features across a range of issues and topics. It has also been instrumental in experimenting with new ways of telling stories. We want to increase the output of that innovative visual storytelling, and need a researcher who is brimming with original ideas and has a passion for thought-provoking content that gives young people a voice. You will be able to demonstrate the importance of visual content to a younger audience and be able to tap into their lives and conversations to find the things that really matter to them. • Suggest, develop and research appropriate ideas • Present your ideas at editorial meetings, ensuring that you are confident they can work in a visual format • Liaise with the picture editors and photographers • Liaise with contributors where required • Provide in-depth background/subject research, ensuring accuracy and critically evaluating the relevance and trustworthiness of interviewees and information • Monitor performance on social media channels and use content production tools such as Photoshop • Work independently as well as part of a team • Fact-check, and ensure BBC Editorial Guidelines are adhered to • Source and clear material for publishing. 5 key skills 1. An understanding of social media's role in surfacing and sharing stories, as well as experience of monitoring social media channels 2. Excellent visual awareness and the ability to grasp opportunities to tell visual stories on different platforms 3. Experience of editorial-led research and a good grasp of current affairs and topical news stories 4. A proven ability to locate relevant sources of information, contributors or other assets using initiative, perseverance and persuasion 5. Thorough knowledge of Photoshop, or another similar picture editing software

Approval	
Manager	Sarah Reddi
HR Business Partner	November, 2018
Date	