

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

Decision making

Significant level of responsibility. Exercises autonomy but seeks guidance where necessary. No formal management responsibility but may informally manage 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	Africa English
Reports to (title)	Senior Journalism, Team Manager
Location base	London

Organisation structure	
<p>Africa English produces the flagship news and current affairs programme Focus on Africa radio. It also makes The Comb and The Today Podcast. Africa English is part of BBC Africa division within BBC World Service Languages.</p>	

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> • In this role, the Senior Journalist will play a critical role in raising the digital profile of the Comb and may occasionally be required to help out on the Africa Today Podcast. • The Senior Journalist will manage the social media rollout, audience engagement, and performance analysis of the Comb Podcast on all social channels. • The role will maintain a clear understanding of what our audiences want, how they find, consume, and share stories, and ensure that our output across social media meets these demands. • The role will lead on measuring the performance of our content, generating evidence-based insights and recommendations that are used to shape future content and inform our editorial strategy • The journalist will be fluent in written and spoken English. An additional foreign language is an advantage.

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	