

<b>Job title</b>	<b>Senior Journalist Team Manager</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Proposed band</b>	<b>D</b>

**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. In addition, this role has formal managerial responsibility.**

**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.
- As required, to allocate work to a team and check progress; ensure the professional contribution of staff and the quality of output. Able to lead the team on a day to day basis, but also contribute ideas and support to the overall management of the site, its team, finances and agenda.
- 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. Typically manages a small team of Journalists (some of which may be Senior Journalists) and/or other more Junior roles, in most cases up to 20 people.

**Scope**

A senior journalist covering a wide range of journalism activity, with significant experience and responsibility for programme/content creation. In addition, this role has formal managerial responsibility.

**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>Arabic TV News</b>
<b>Reports to (title)</b>	<b>Assistant Editors</b>
<b>Location base</b>	<b>London</b>

<b>Organisation structure</b>	
<p><b>BBC Arabic provides news, current affairs and programmes on Radio, TV and Online to Arabic speaking audiences in the Middle East and across the world, 24 hours per day, seven days per week.</b></p> <p><b>The output is modern in style and outlook and adheres to BBC values of accuracy and impartiality. It has broad appeal, free from commercial, political and religious affiliations or pressures.</b></p> <p><b>Arabic TV News is recruiting Senior Journalist Team Managers to help Assistant Editors in news production. Tasks include editorial control, selection and compilation of material, graphics news sequences production, leading breaking news teams and planning and implementing effective use of resources.</b></p>	

<b>Additional job specific responsibilities and accountabilities</b>
<ul style="list-style-type: none"> <li>• Assist Assistant Editors in running the day to day output, assigning work to journalists and making sure the output is implementing BBC Arabic news agenda.</li> <li>• Writing creative TV news in Arabic to the highest linguistic standards, free from grammar mistakes.</li> <li>• Able to communicate effectively in English and translating pieces from English to Arabic and vice versa.</li> <li>• Able To edit material for broadcast .</li> <li>• Make sure all stories are up to date, balanced and fresh with the latest pictures.</li> <li>• Suggest contributors and interviewees</li> <li>• Building sequences using creative production tools as Viz,graphics, pushbacks and other visuals.</li> <li>• Commission graphics and other visual to enrich packages and output sequences.</li> <li>• Interacting with Social Media/Trending stories and understanding of the</li> </ul>

continuous growth of this area and its effects on our news agenda.

- Produce programmes in the gallery, and being flexible to news agenda changes and deal with Breaking and rolling News.
- Produce ticker, breaking news straps and pushbacks.
- Take the lead in breaking news when Editors are not present and support the output team in the gallery.
- Please note this role does not have any presenting or reporting duties attached to it.

<b>Approval</b>	
<b>Manager</b>	Edgard Jallad Arabic TV News Editor Name and job title
<b>HR Business Partner</b>	Name
<b>Date</b>	<b>June 2018</b>