

BBC WORLD SERVICE JOB SPECIFICATION

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| Job Title: | Media Manager (Broadcast Video Intake & Archiving) |
| Department: | BBC World Service |
| Location: | Nairobi |
| Grade: | Local terms and Conditions |
| Reports to: | Africa TV Programmes Editor |
| Contract: | Continuing |

CONTEXT

The BBC is an international multimedia broadcaster on radio, TV, online and social networks with a weekly global audience of 320 million. As part of an historic and exciting expansion of BBC Africa, the BBC World Service is launching new TV programmes and innovative digital content alongside its existing African news output.

BBC operates five production bureaux with nearly 200 reporters and producers in Africa and the UK. This number is set to double as BBC World Service is introducing more language services and making significant investment in its TV and digital production.

A substantial volume of production will take place in London and Nairobi, where the BBC is developing modern multimedia facilities for live programming and production in English, Swahili and other BBC Africa broadcast languages. The BBC is also investing in studios with TV and Digital video production capability in Nigeria and Senegal.

Our range of programmes will go beyond the hard news agenda to cover Health, Technology, Sport, Business, a weekly women's discussion programme, news content for children as well as for younger audiences, News Quiz and a weekly news review programme. We will also produce satirical and 'infotainment' programming that covers the news from an irreverent alternative perspective.

This role will work closely and collaboratively with all teams in Africa and at the BBC's headquarters in London to deliver the best service for BBC audiences.

THE ROLE

The Media Manager selects, records and stores video and digital material produced by BBC staff in the field and in the studio as well as from external news agencies.

This role operates a variety of broadcast equipment and applies technical quality assurance measures to facilitate access to a wide range of video, audio and file-based content.

Often working to tight deadlines, s/he assists the news teams with requests for current and archive material, also cataloguing local output onto the BBC's servers.

A good knowledge of English including complete comprehension of written and spoken English and the ability to communicate effectively. Ability to speak and write Swahili is desirable.

MAIN DUTIES

- To use online, external and multi-media resources and digital server technology to record, play and migrate broadcast media to contemporary broadcast file and storage formats.

- To support output and transmission when required. To play out material to BBC and external broadcasters.
- To assess and quality check the physical condition of a range of video, audio and file formats and be able to recommend or take appropriate action, e.g. apply digital solutions or engage specialist assistance.
- To accurately capture and document all metadata relating to the audio and video material.
- To assess & quality check digitised content to agreed standards; to ensure best quality digitisation practices, and faithful representation of content.
- To archive programmes, stock footage, programme titles etc.
- Media deletion of transmission and bureaux server material as and when appropriate.
- Provide support on file delivery, file formats, transcoding and audio visual quality, to facilitate access to media being published.

ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

Applicants should have a minimum of 2 years' experience of working with broadcast video material in a media environment.

- Excellent cataloguing skills through substantial previous experience of working in a media library.
- Substantial experience of using electronic library systems and metadata-gathering.
- Experience of working with different media formats, aspect ratio, sound levels and broadcast/information technologies.
- Experience of working with some of the digital formats that are utilised over a range of broadcast platforms. Knowledge of computer operating systems, media applications, file formats and transcoding technology
- Excellent eye for detail, and has the ability to assess and provide authoritative judgement on
- the technical quality of video and audio
- Ability to quickly adapt to new equipment, techniques and processes employed in the area of work
- Knowledge of broadcasting technology practices, relevant regulations, BBC aims and objectives.
- Knowledge of African broadcast media.
- Sound knowledge of copyright issues.
- Experience of working under pressure to tight deadlines.
- Excellent communication, team-working and customer service skills. Experience of working in a strongly customer-focused environment.
- Flexibility to work effectively across a variety of content production areas and a wide range of duties.
- Excellent communication skills, with the ability to communicate appropriately at all levels. Able to develop productive, trusting working relationships.
- Experience of planning and prioritising according to departmental needs.
- Ability to work independently or as part of a team and without direct supervision.
- An interest in the application of information management skills within the traditional broadcasting environment and new services.
- Information/library management qualification an advantage.
- Knowledge of Microsoft Office – Word, Excel, Outlook.
- Must be flexible and have a creative approach to problem solving.

COMPETENCIES

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Decision Making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Imagination/Creative Thinking** – Is able to transform creative ideas/impulses into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions.
- **Planning and Organisation** – Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.
- **Influencing and Persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Communication** – The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.
- **Self-Development** – Is able to identify and apply opportunities for learning and development.

DATE OF ISSUE: Dec 2017 (A job specification 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 complete, detailed account of all aspects of the duties involved.)