

## **JOB DESCRIPTION**

**Job title:** BJ (Broadcast Journalist)

**Employer:** BBC Lebanon LLC /BBC News

**Reports to:** Daily News Editor

**Grade:** Local Recruit

**Location:** Beirut

## **ORGANISATION AND CONTEXT**

BBC Arabic is the largest language service of the BBC World Service, providing news and current affairs on Radio, TV and Online to Arabic speaking audiences in the Middle East and beyond. The service is multi-media daily newsgathering operation for daily, weekly and long-term planning. BBC Arabic increasingly collaborates with, and provides material for, other language outlets and platforms. A major part of BBC Arabic's output is made up of long form programmes, documentaries and investigations, produced in-house by the BBC Arabic Programmes Unit.

**BBC XTRA:** A youthful and modern pan-Arab TV magazine programme from Beirut is recruiting freelance TV Researchers, Producers, Senior Producers, Presenters and a Senior Series Producer.

BBC XTRA is the BBC Arabic's weekly magazine programme, dealing with a wide variety of issues, from hard hitting social affairs to the effect of major news stories on people's lives, along with news and stories from the worlds of culture and art.

Experience in leading TV production teams is essential, as well as wide knowledge of current affairs, social trends and issues. Also essential is excellent Arabic and English language skills, both written and spoken, with full correct Arabic grammar that is suitable for broadcast. Wide range of contacts across the Arab world is highly desirable. Often working under tight deadlines, it is important to be flexible in your working hours, willing to travel when necessary and an excellent team player.

Arabic speakers from all nationalities are encouraged and welcome to apply.

## **JOB PURPOSE**

You will primarily focus on preparing and producing material for the TV programme as well as reporting and assisting the team's senior producers. You are also expected to produce material and packages for the show's social media and digital activity. You will be expected, alone or alongside other journalists, to work directly on this specific programme or other programmes and to contribute, when requested, to the planning and overall running of the programme, and to think of a digital and social media element to current stories being working on by the team.

You will also contribute to the development of the programme and the smooth introduction of change. You are expected to collaborate with colleagues across BBC Arabic and with other parts of the BBC.

### **KEY RESPONSIBILITIES**

- To offer ideas for stories, items, special projects and series.
- After appropriate training, to use a range of audio, digital and video equipment and information technology, to research, write, assemble, edit and deliver programme materials to the highest professional standards.
- To take a broad perspective on issues assessing and explaining in clear and interesting ways the impact of events, developments, news items and issues in a given subject area.
- To make complex issues accessible to audiences on TV, on social media and online.
- To occasionally report or produce from location or field on big events (OB - outside broadcast).
- To be fully aware of, and to follow at all times, BBC policy and editorial guidelines.
- To collaborate with the home team in London, overseas reporters worldwide, BBC bureaux, in addition to the wider BBC.
- To make the best use of new technologies - in particular developments in social media - in delivering our journalism to audiences, and to be prepared to quickly learn how to operate new systems and adapt to different working methods.
- To perform with or without a script, conduct interviews and chair discussions, live or pre-recorded.
- To research or prepare ideas for digital products and social media, either as standalone items or as items accompanying other products on BBC Xtra.

### **REQUIRED KNOWLEDGE, SKILLS, EXPERIENCE:**

- A full command and up to date knowledge of spoken and written modern standard Arabic, as first or equivalent language.
- Excellent command of English.
- Experience as a TV programme producer.
- Proven excellent independent and balanced editorial judgement.
- The ability to communicate effectively with audiences in a modern style adopting the appropriate tone.

- Experience of originating and developing creative programme ideas and of dealing with live, breaking stories.
- Up to date practical experience in the latest development in the field of social media.
- Ability to interpret complex stories for a non-specialist audience.
- The ability to work to tight deadlines and under pressure.
- Understands the duty of care in general with regard to individuals' wellbeing and in particular with regard to Health & Safety issues.
- Good organisational skills and the ability to prioritise workload and to work flexibly.
- The ability to be fully functioning under pressure, and to meet tight deadlines.

## COMPETENCIES

**Flexibility** Adapts and works effectively with a variety of situations, individuals or groups. Is able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements

**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 organising** Is able to think ahead in order to establish an effective 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.

**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/Teamwork** Able to build and maintain effective working relationships with a range of people; team working. Able to receive and contribute constructive feedback in post deployment discussions.

**Leadership** Ability to create a vision and inspire others to realise it irrespective of circumstance, and guide junior members of the team when necessary.

**Understanding Diversity:** You will understand diversity in its widest sense and appreciate the uniqueness of self and others, and how individual differences can benefit the BBC.