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| Job title | Journalist | | |
| Job family | Journalism | Proposed band | C |

Job purpose

Originate and produce, as part of a team, a wide variety of news and current affairs content for relevant output.

Key responsibilities and accountabilities

- Use a range of video, audio and digital equipment and information technology to research, write, assemble, edit and deliver outputs in the appropriate medium, to the highest professional standards.
- May be required to present the content on radio, TV or on line. This might be live or recorded.
- May include the production and presentation of programmes. This might be live or recorded
- Exercise editorial judgment in developing story ideas and producing accurate and impartial journalism.
- To undertake pre and post production and studio work, live and pre-recorded. Use a range of video, audio & digital equipment and information technology to research, write, assemble, edit and deliver programmes in the appropriate medium, to the highest professional standards.
- To liaise closely with other team members and with other departments in the BBC, to ensure that output material is shared, duplication is avoided, and best practice is upheld
- Take a lead within a team setting or on delivering a specific piece of journalism or project as appropriate
- To tailor different news treatments for different audiences ensuring that the output reflects the audiences we serve
- To prioritise and plan activities taking into account all the relevant issues and factors such as deadlines staffing and resources available
- To produce engaging packages through a range of production skills
- 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

- Significant recent experience as a journalist, with a good knowledge of production techniques
- Demonstrates sound editorial and policy decisions based upon a clear understanding of the BBC’s distinctive news agenda, the requirements of news and current affairs coverage, the programme departments and the audience
- Ability to use technology as required, in order to gather material for broadcast.

- Understands how a team works effectively and adopts the most appropriate role
- 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
- 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 |
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| <p>Decision making High level of responsibility and decision making; able to operate alone. No managerial responsibility. May be informally supported by Junior staff i.e. Researchers, Coordinators and Assistants.</p> <p>Scope Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.</p> |

| 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.

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| Division | Russian Service, America and Europe Hub |
| Reports to (title) | Senior Journalist (Desk Editor) |
| Location base | London |

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| Organisation structure | |
| <p>The Russian Service is one of the largest language services in the BBC World Service. It has a 24/7 multiplatform website and a large amount of video, TV and interactive. Currently its staff is mostly located in London and Moscow, and a large part of the output is from the Moscow bureau.</p> <p>The service's output aims to make international news relevant to Russian audiences, and bring international perspectives to bear on Russian and FSU developments. It aims to report in a lively and engaging fashion, use different formats and all available platforms, including social media. All content may be syndicated to partners across the FSU and beyond.</p> <p>The needs of the service depend on the size, scale and variety of the operation, and the demands made upon programme staff may likewise vary, as the service responds to rapid changes in the target area.</p> | |

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| Additional job specific responsibilities and accountabilities |
| <ul style="list-style-type: none"> • A full command and up to date knowledge of Russian as first (or equivalent) language. • A good knowledge of English, including complete comprehension of written and spoken English and the ability to communicate effectively. • Substantial recent and relevant full-time experience as a journalist, both in originating material and editing the work of others. • Ability to write, adapt and translate with accuracy, clarity and style appropriate to differing audiences and forms of media, suitable for multimedia output and social media. • A demonstrable interest in working in a busy environment and to tight deadlines. • A good broadcasting voice and the ability to acquire the appropriate presentation style of the network. • Experience of reporting in the field, on international and/or Russia-related political, economic, cultural and other issues that are of interest for the target audiences. Able to demonstrate a good range of contacts for interview purposes. • Good keyboard/computer skills and the ability to acquire technical skills and to |

operate technical equipment. Practical experience and extensive knowledge of the internet and social media; an understanding of the potential of new technology.

- Wide and up to date familiarity with the target area and an in-depth understanding of its history, politics, social issues and culture, as well as the changing needs of the audience.
- A thorough knowledge and understanding of news and current affairs in the target area. A good knowledge of, and interest in, international and British current affairs, particularly insofar as they affect the target area/s.
- An extensive knowledge of the media situation in the target area and the way it is developing.
- An understanding of the BBC's distinctive news agenda and a wider interest in the strategy of the BBC as a whole.

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.

- **Editorial Judgement** – demonstrates balanced and objective judgement based on a thorough understanding of BBC Editorial Guidelines, target audience, programme and department objectives. Makes the right editorial decisions, taking account of conflicting views where necessary.
- **Commitment to the BBC and the Russian Service strategy** – demonstrates an interest and willingness to help the BBC achieve its objectives in the target area.
- **Creative Thinking** – able to transform creative ideas into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions.
- **Planning and organisation** – able to think ahead in order to establish an efficient and appropriate course of action. Prioritises and plans activities, taking into account all the relevant issues and factors such as deadlines, staffing and resources.
- **Communication** – able 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.
- **Influencing and persuading** – able to present sound and well-reasoned arguments to convince others.
- **Managing relationships and team working** – able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team.
- **Resilience** – manages personal effectiveness by managing emotions in the face of pressure, set backs or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy.

- **Flexibility** – adapts and works effectively with a variety of situations, individuals or groups. 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.

| Approval | |
|----------------------------|--------------------|
| Manager | Name and job title |
| HR Business Partner | Name |
| Date | |