

<b>Job title</b>	<b>Journalism Assistant</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Band</b>	<b>A</b>

**Job purpose**

Provides administrative support to ensure smooth and efficient running of Journalism programme teams/services.

- Key responsibilities and accountabilities**
- To provide assistance to Journalists in the office, on location and in the studio by performing a number of production and operational related administrative tasks and activities.
  - Use discretion to identify and resolve first line issues, referring to supervisor/manager for assistance as necessary.
  - Responsible for coordinating team IT requests, user administration, systems access and record keeping. Working with the lead asset manager to ensure those who are joining, moving or leaving the department are equipped appropriately with the right IT.
  - To contribute wherever possible to improvements in the efficiency of the team and department as a whole.
  - Contribute to and maintain a creative and collaborative culture.
  - To establish, maintain and develop as appropriate, efficient office and administration systems and processes, to ensure the smooth running of the department at all times.
  - Prepare documents, listings and other materials to a clear brief, using established formats and standard software.
  - To provide organisational and administrative assistance to the team with differing needs and demands.
  - At all times to carry out duties in accordance with the BBC health and safety policy.

- Knowledge, skills, training and experience**
- Essential**
- Passion for broadcasting and the media industry and understands the basic language of the broadcast media.
  - A knowledge, or ability to acquire it, of BBC structures, procedures and policies.
  - Proficient computer literate skills, with experience of office software packages (i.e. Word and Excel).
  - Proven ability to work in a team environment and to communicate effectively with a range of people, in this case, all levels of the division and wider BBC.
  - Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC.
  - Will have attention to detail and ability to prioritise people and resources. Ability to manage highly detailed work.
  - To work and communicate clearly and with assurance.
  - Ability to work under pressure and meet multiple deadlines.
  - An understanding of health and safety procedures and how they apply to broadcasting.

<b>Job impact</b>
<p><b>Decision making</b> Typically directed by a combination of management, guidelines, processes and precedent.</p> <p><b>Scope</b> A support role to ensure smooth and efficient running within Journalism programme teams/services.</p>

<b>Other information</b>	
<b>For Reward team use only</b>	
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.*