

Job title	News Editor		
Job family	Journalism	Band	E

Job purpose

Responsible for managing a small team of Journalists, with editorial responsibility for a small programme or service.

Key responsibilities and accountabilities

- Develop and maintain high professional standards of journalism, ensuring delivery of high quality news programmes
- Determine the content and running order of the programme and lead others on the production of items through to transmission, including assigning, briefing and determining priorities for operational and editorial teams
- Continue the development of the programme across social media and digital platforms, exploring the potential for expanding
- Responsible for building morale/team spirit within permanent or temporary teams; ensuring the best use of individual skills/abilities. Encouraging team members to think about how to do things better
- Sets challenging team and individual objectives and trusts people to get on with them, shares clear expectations about required performance levels, rewards success and addresses performance issues quickly and fairly, treats team members with
- Seek ways to increase diversity in our workforce and to ensure that our output reflects the audiences we serve
- Assist in the development, commissioning and management of relevant business plans and manage individual programme budgets, ensuring value for money in use of resources
- To act as a facilitator of change, clearly communicating and sharing best practices are shared between teams
- Foster an environment of productive employee relations and responding to and anticipating challenges from staff, unions and audiences
- Responsible for ensuring safe working practices and the observance of BBC’s health and safety regulations, including completing hazard assessments

Knowledge, skills, training and experience

Essential

- Either a professional journalist or a senior operational professional with extensive editorial experience of broadcast news and the ability to develop and implement new and innovative approaches to programme structure and content
- Proven editorial judgement and flair, able to make sound decisions quickly
- A detailed understanding of the latest techniques and technology for newsgathering and production. An ability to use new technologies to create opportunities to enhance output and improve working practices

- Ability to work effectively as a member of more than one team. Resolving conflicts as necessary.
- Can identify a vision along with the plans which need to be implemented to meet the end goal. Evaluates situations, decisions, issues etc. in the short, medium and longer-term
- Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC
- Able to prioritise and plan activities taking into account all the relevant issues and factors such as deadlines, staffing, programme budgets and resource requirements
- 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
- Maintains personal effectiveness by managing own 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
- A thorough knowledge of the BBC's Guidelines (including Health & Safety) and the editorial considerations and values relating to BBC

Job impact

Decision making

High level of responsibility and decision making; able to operate alone.

Scope

Typically directly manages a group of SBJs and/or a small number of Assistant Editors. Typically responsible for team size under 40 people.

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.

Division	News and Current Affairs
Reports to (title)	Editor DCA
Location base	London NBH

Organisation structure	<p>BBC Stories and Digital Current Affairs is part of the newly established department led by Kamal Ahmed. DCA is at the forefront of attracting new audiences to the BBC. We both create and curate excellent original journalism. Our output includes BBC Stories (video, stills and text), Ouch, BBC Trending, and World Hacks.</p> <p>We are at the forefront of innovating ways of telling stories digitally, part of which means we have to reflect the audiences we serve.</p> <p>We're looking for a News Editor to work primarily on our Stories video output. If you are an excellent journalist, know how to tell stories, understand social listening and analytics, like collaborating (with everyone), take risks, can inspire a team and have the patience to deal with other internal departments then apply.</p> <p>Candidates will need to be open to new ideas, show they can quickly adapt to changing circumstances and relish new challenges, and will have a thorough and deep understanding of social media. Kamal has talked about horizontal story telling but what does this mean for the underserved audience? How can we tell complex news stories in an engaging way?</p> <p><i>Additional key criteria for the role</i></p> <ul style="list-style-type: none"> • Clear evidence of experience of telling stories on digital platforms • Demonstrable knowledge of digital platforms - the BBC's and others - and the different ways audiences consume news/current affairs • A proven track record of championing diversity • High level understanding of digital analytics and how they can be used to engage our audience. • Demonstrable experience of managing innovation and change • Ability to commission long form stories and give clear instructions to members of the team as well as producers and reporters. • Demonstrable ability to lead a team. Prior experience of this is not a prerequisite
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but ability to motivate and develop editorial staff to make innovative and imaginative contributions to programmes is key.

Additional job specific responsibilities and accountabilities	
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Approval	
Manager	Name and job title
HR Business Partner	Name
Date	