

<b>Job title</b>	<b>Executive Producer, Africa Eye</b>		
<b>Job family</b>	<b>Content Production</b>	<b>Band</b>	<b>E</b>

**Job purpose**

The Executive Producer provides effective leadership to the team and is responsible for setting the strategic & creative vision from conception through to final delivery and compliance. **Please see the Appendix for further details.**

- Key responsibilities and accountabilities**
- To be editorially, financially and managerially responsible for a range of productions and output.
  - Innovating & evolving strategy for the department, anticipating audience needs & maintaining relevance on all existing and future platforms.
  - Ensure all programmes/content are delivered on time and within budget, encouraging the highest possible creative standards throughout.
  - Financial acumen and a strong sense of driving best value for the licence fee. Able to manage budgets, control costs and maximise value across all expenditure.
  - A commitment to creating both diverse content and teams to reflect our audiences and ensuring best practice.
  - To take a lead role in driving forward new projects and new ways of working, collaborating with other departments. To provide clear direction, editorial insight and quality control for both ongoing and newly commissioned projects.
  - Playing a key ambassadorial role in ensuring the BBC has effective relationships with internal and external stakeholders.
  - Maintaining a thorough knowledge of industry trends, innovations and creating effective networks.

- Knowledge, skills, training and experience**
- Essential**
- Ensure compliance with the BBC editorial guidelines and has a thorough knowledge of all BBC’s legal, contractual agreements and regulations as they apply to programme making, broadcasting and digital media.
  - Demonstrable passion for creating content to the appropriate audience, and knowledge of those subjects which inform, educate & entertain the audience.
  - Strong track record of delivering high quality content with a passion for media and an understanding of audience trends
  - Able to create a clear editorial vision for the lifecycle of content across all platforms.
  - Strong experience of developing and maintaining effective working relationships with internal and external partners,.
  - 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.
- Ensuring teams works to deadlines and supported sufficiently to deliver their best work for the BBC.
  - Able to demonstrate strong editorial judgment in a fast moving environment
  - Proven ability to develop innovative content, be open to new ideas and motivate colleagues to take creative risks, within the parameters of the BBC Guidelines.
  - Demonstrable high level of creativity - able to bring fresh new approach and bring out creative ideas in others.
  - Evidence of strong leadership and effective team management, ensuring staff members receive development and manage performance.
  - Contribute to the overall strategic management of the department/genre
  - Evidence of a commitment to creating both diverse content and staff base to reflect our audiences.
  - Has the ability to consider a range of problems and uses own judgment to apply effective, time critical solutions.
  - Financial acumen and a strong sense of driving best value for the licence fee. Able to manage budgets, control costs and maximise value across all expenditure.

**Job impact**

Executive Producer will lead, manage and develop a significant part of the output and contribute to the overall strategic management of the general productions within their field of responsibility. An Executive Producer at this level is likely to manage output which is digital, learning or local content but may also work on some network productions or events.

They will exercise considerable discretion within broad limits of editorial reference and manage diverse production team(s) and project manage programmes through from original ideas to delivery including devising, preparing, and producing programme output.

<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.*

**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.

<b>Division</b>	<b>WS Languages</b>
<b>Reports to (title)</b>	<b>Senior News Editor, Africa TV</b>
<b>Location base</b>	<b>London, UK</b>

<b>Organisation structure</b>	
<p>BBC World Service, as part of BBC News, is an international multimedia broadcaster, delivering a wide range of language and regional services to serve global audiences. It uses multiple platforms to reach its weekly audience of 394 million across 42 languages. BBC World Service is committed to impartiality, and promotes access to independent and accurate news and provides media literacy training.</p> <p>Africa Eye is an award winning team of investigative journalists who produce high impact original journalism about Africa for both the African and global audiences of the BBC News. As part of our African TV offer, Africa Eye has been a game-changer for journalism in Africa and for holding people in authority to account. It also has become, in some instances, the basis for international calls to action and investigations of human rights abuses by international governments.</p>	

<b>Additional job specific responsibilities and accountabilities</b>
<p><b>The Job</b></p> <p>We are looking for a talented, motivated and experienced Investigations Editor to lead BBC Africa’s new Investigations Unit to produce original, high quality TV and digital documentaries and investigations. The successful candidate will have a track record as a dynamic, creative editorial leader, have a highly developed knowledge of investigative journalism with a range of different approaches including data journalism, FOI and undercover reporting, as well as a wide range of contacts, experience of long and short form film-making, and ideas for increasing impact for the team’s journalism on digital platforms.</p> <p>The Investigations Editor will lead and manage a team of journalists to commission and develop content and work closely with Africa Service reporters and freelancers ensuring they meet the BBC’s editorial standard and are legally safe.</p> <p><b>Main duties</b></p> <p><i>To commission and deliver distinctive, significant investigations, which achieve high levels of impact and appreciation amongst African audiences.</i></p> <p><i>To commission and deliver documentaries which explore issues and stories relevant to African audience.</i></p> <p><i>To guide BBC Africa investigative journalism from the development of ideas, through the creative</i></p>

*process of gathering material, to the editing and delivery of outstanding content.*

*To contribute new lines to big, moving stories.*

*To develop collaborative relationships within the BBC and with external Africa Service TV and Digital Partners, including independent production companies.*

*To oversee and comply content and ensure it meets BBC standards and legal requirements.*

*To provide vision, strategic direction, and confident leadership to the Investigations team by setting challenging objectives, and provide regular and clear feedback.*

*Recruit, deploy, lead, manage, train and develop the staff.*

*Work with the rest of the management team to build an open, collaborative and creative culture.*

*To forge relationships with other investigative organisations and programmes within the BBC.*

*To manage commissioning and production budgets effectively.*

*An understanding of the law in relation to broadcasting.*

*Be strategic, creative and influential in shaping and developing BBC's news agenda.*

<b>Approval</b>	
<b>Manager</b>	Vera Kwakofi, Senior News Editor, African TV
<b>HR Business Partner</b>	Kate Ezekiel
<b>Date</b>	<b>July 2021</b>