

**BBC WORLD SERVICE
JOB SPECIFICATION**

Job Title:	Senior Broadcast Journalist
Department:	BBC Afrique
Reports to:	Editor BBC Afrique
Grade:	Local
Location:	Dakar, Senegal

JOB PURPOSE

Responsible for editorial output and control, reporting, selection and compilation of material, production, leading teams and planning and implementing effective use of resources.

KEY RESPONSIBILITIES

- Responsible for originating and producing stories which may include scripting, editing, outputting, filming and presenting content across a range of BBC output.
- Commissioning and select relevant materials, ensuring they meet expectations of our audiences and adhere to the BBC's Editorial Guidelines.
- May be required to undertake On-Air reporting, may be required to film and edit material for broadcast where appropriate.
- May include the production and presentation of programmes. This might be live or recorded.
- May be required to present the content on radio, TV or on line. This might be live or recorded.
- As required, to allocate work to a team and check progress; ensure the professional contribution of staff and the quality of output.
- Seek ways to increase diversity in our workforce and to ensure that our output reflects the audiences we serve.
- Deliver journalism of the highest standard and within the required timeframe using available resources.
- To act as a facilitator of change, clearly communicating and sharing best practices are shared between teams.
- 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.

Required Knowledge, Skills and Experience:

- Fluency in French & English, written and oral, to broadcast levels.
- A thorough understanding of production methods used in BBC news and the ability to adapt to new media.
- A high standard of editorial judgment, writing ability and production skills based on substantial broadcast journalism experience.
- Exploits opportunities offered by existing and emerging technologies to their fullest extent.
- Ability to work effectively as a member of more than one team. Resolving conflicts as necessary.
- Ability to manage resources, staff, technical facilities and budgets, in order to make challenging broadcasting in the most cost effective manner.
- Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC.
- Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.
- 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.
- Knowledge of and interest in Francophone African news and current affairs.
- The flexibility and adaptability to sustain performance, particularly under pressure to meet deadlines and changing priorities and circumstances.
- A willingness to give support to BBC Africa's management, and to deputise across a range of editorial and managerial duties as required.
- An understanding of Health & Safety procedures and how it applies to broadcasting.
- Willingness to travel across Sub-Saharan Africa as required.

Decision making

Significant level of responsibility.

Scope

A senior journalist covering a wide range of journalism activity, with significant experience and responsibility for programme/content creation.

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.

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 for self and others. 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. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

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, as opposed to working separately or competitively. Able to maintain a productive working relationship with the teams in the region and London and with the management of BBC Africa.

Leadership - able to create a vision and inspire others to realise it irrespective of circumstances

Developing Others - is able to recognise the potential (managerial, professional, artistic or otherwise) and is willing to foster the development of that potential. Creates a climate in which potential can be realised.

Resilience - manages personal effectiveness by managing emotions in the face of pressure, setbacks 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.

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(A job specification 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 complete, detailed account of all aspects of the duties involved.)