

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
<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.

Division	BBC News Serbian
Reports to (title)	Service Editor
Location base	Belgrade, Serbia

Organisation structure	

Additional job specific responsibilities and accountabilities	
<ul style="list-style-type: none"> • Serbian language as a mother tongue required • Ability to speak and translate from English into Serbian • • • • • • • • 	

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	