

<b>Job title</b>	<b>Video Journalist</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Proposed Band</b>	<b>C</b>

<b>Job purpose</b>
The purpose of the role is primarily to initiate, gather and produce material for news, current affairs and general programming. Routinely self-shooting and editing complete packages for use across multiple platforms (TV, Radio and Digital/Online/Social Media)

<b>Key responsibilities and accountabilities</b>
<p>The main focus of the Video Journalist role is to routinely self-shoot and edit complete news packages, or equivalent. However, the Video Journalist will also be expected to undertake any of the key responsibilities included below:</p> <ul style="list-style-type: none"> <li>• Use a range of video, audio and digital equipment and information technology to research, write, shoot, assemble, edit and deliver outputs in the appropriate medium, to the highest professional standards – recognising the distinct requirements of different types of output</li> <li>• Routinely self-shoots and edits complete packages.</li> <li>• Routinely fulfills duties unsupervised.</li> <li>• May be required to present the content on radio, TV or online. This might be live or recorded.</li> <li>• May include the production and presentation of programmes. This might be live or recorded</li> <li>• Exercise editorial judgment in developing story ideas and producing accurate and impartial journalism.</li> <li>• To undertake pre and post production and studio work, live and pre-recorded. Use a range of video, audio &amp; digital equipment and information technology to research, write, assemble, edit and deliver programmes in the appropriate medium, to the highest professional standards.</li> <li>• 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</li> <li>• Take a lead within a team setting or on delivering a specific piece of journalism or project as appropriate</li> <li>• To tailor different news treatments for different audiences ensuring that the output reflects the audiences we serve</li> <li>• To prioritise and plan activities taking into account all the relevant issues and factors such as deadlines staffing and resources available</li> <li>• To produce engaging packages through a range of production skills</li> <li>• Delivering to tight deadlines while maintaining the highest editorial standards.</li> <li>• Willing and adept at passing on skills through training and mentoring.</li> <li>• At all times to carry out duties in accordance with the BBC Health and Safety policy</li> </ul>

**Knowledge, skills, training and experience**

**Essential**

- Ability to gather and prepare audio and video material for use on any service, recognising the distinct requirements of different types of output, **self-shooting and editing routinely as the main focus of the role**
- Significant recent experience as a journalist, with a good knowledge of production techniques – especially self-shooting and editing
- 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
- Strong track record of originating and developing stories for news programmes.
- 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**

**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.

**Scope**

Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.

**Other information**

**For Reward team use only**

Job Code	
Definition:	Support

*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>Reports to (title)</b>	
<b>Location base</b>	

<b>Organisation structure</b>	

<b>Additional job specific responsibilities and accountabilities</b>
The applicant must be able to read, write and speak Yoruba and English fluently

<b>Approval</b>	
<b>Manager</b>	
<b>HR Business Partner</b>	
<b>Date</b>	