

<b>Job title</b>	<b>Digital Journalist</b>		
<b>Job family</b>	<b>Editorial</b>	<b>Grade</b>	<b>7</b>

<p><b>Job purpose</b></p> <p><b>DEPARTMENT BRIEF</b></p> <p>BBC Monitoring (BBCM) provides news and information based on our monitoring of open source media from over 150 countries in more than 70 languages. It is an important part of the BBC's newsgathering operation, with journalists based in the UK and in international bureaux, and provides content for a range of BBC platforms.</p> <p>Our extensive operation enables us to provide insightful and reliable coverage of political, economic, security and media news.</p> <p>Our round-the-clock monitoring of TV, radio, press, digital media and news agencies is also provided to commercial clients and the UK and US governments.</p> <p><b>JOB PURPOSE</b></p> <ul style="list-style-type: none"> <li>• To produce engaging content in English in a range of different formats, on insights gained through monitoring TV, radio, newspapers and social media in the target area.</li> <li>• To come up with new and creative ways of telling stories and think of the best ways to integrate video, images, graphics and data into BBCM's products in order to have a powerful visual impact.</li> <li>• To feed into the news agenda for the day, identifying new ways to deliver content relevant to all BBCM's users.</li> <li>• To contribute to the development of the new products/services, generating ideas for how stories can be best told to serve BBCM's users.</li> </ul>
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<p><b>Key responsibilities and accountabilities</b></p> <ul style="list-style-type: none"> <li>• Produce engaging and insightful content in a variety of different formats (including video), based on the monitoring of vernacular sources</li> <li>• Ensure all output produced adheres to the highest journalistic standards and is consistent with BBC editorial guidelines</li> <li>• Actively seek feedback from BBCM's users; work with the Editorial Lead and the rest of the team to interpret this and respond in a timely manner</li> <li>• Come up with original ideas and creative treatments for ongoing and emerging narratives, including data-driven products and multimedia elements</li> <li>• Continually develop expert knowledge of all media types (including social media) in the coverage area, ensuring that this source context features in output</li> <li>• Maintain a thorough understanding of the news and current affairs of the region; and act as a point of reference both internally and for all BBCM's users</li> <li>• Share BBCM's insights directly with BBC audiences, including through broadcast</li> </ul>
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- interviews
- Work collaboratively with colleagues in BBC Monitoring and across the BBC

<b>Knowledge, skills, training and experience</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience as a journalist with demonstrable news judgment</li> <li>• Good working knowledge of the target language, a thorough knowledge and understanding of the news and current affairs of the region and in-depth subject matter expertise on the local media environment</li> <li>• An interest in international news and media developments globally</li> <li>• Ability to write about developments in the target media in idiomatic English, in a way that is engaging and relevant for the intended audience, and suitable for delivery on multiple platforms</li> <li>• Willingness and enthusiasm to embrace new ways of working and new technology to find and analyse information and produce content</li> <li>• Ability to understand and identify the needs of BBCM users</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Understanding BBCM's user groups and target markets</li> <li>• A thorough knowledge of all the requirements of the BBC's editorial policy</li> <li>• Broadcast experience</li> <li>• Content creation and video shooting/editing skills</li> </ul>

<b>Competencies</b>
<p><i>The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.</i></p> <p><b>Editorial Judgment</b> - demonstrates balanced and objective judgment based on a thorough understanding of BBC editorial guidelines, target audience, team and department objectives. Makes the right editorial decisions under pressure, taking account of conflicting views where necessary.</p> <p><b>Planning and organization</b> - able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritizes and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources and team priorities. Juggles priorities under pressure.</p> <p><b>Collaborative working</b> - Works in partnership and actively collaborates with colleagues in the team. Recognizes shared objectives and priorities, and works co-operatively to achieve them, putting them before personal preferences and objectives. Works co-</p>

operatively with others in physical and virtual teams, as opposed to working separately or competitively.

**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.

**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.

**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 characterized by commitment, motivation and energy. Is willing to accept and act on feedback.

**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 organization or job requirements. Recognizes that change and uncertainty is the norm.

**Job impact**

**Decision making**

- Expected to select stories and sources which provide unique insights to BBCM’s users; legal issues, such as libel, should be referred up
- Expected to engage with colleagues in BBCM, independent contractors and the wider BBC – both via email but also face-to-face. There may be need to travel to the UK or in the region
- Also expected to have contact with BBCM’s government and commercial users to better understand their needs and how to improve the service BBCM provides
- Needs to be proactive and constantly coming up with creative ideas to best tell the stories from the region; working to the Senior Digital journalist or the Editorial Lead
- The work of the Digital Journalist will be reviewed by the Editorial Lead or Senior Digital journalist
- Required to keep abreast of developments in a diverse and constantly changing region.

**Other information**

**For Reward team use only**

Job Code	
Definition:	Content / Content Support / Support

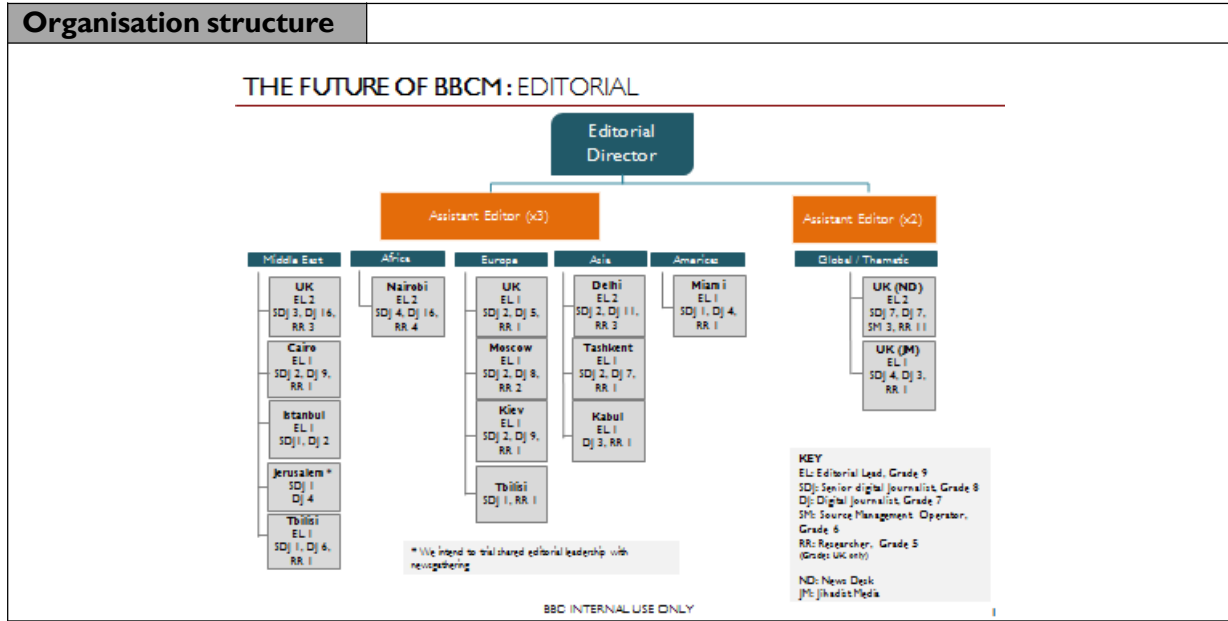
*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*

**JOB DESCRIPTION**

**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>BBC Monitoring, WSG, News</b>
<b>Reports to (title)</b>	<b>Editorial Lead-Cairo</b>
<b>Location base</b>	<b>Cairo</b>



<b>Additional job specific responsibilities and accountabilities</b>	
<p>We are seeking a skilled English language expert with native and extensive English editorial experience to develop and maintain high professional standards of English language across our output, ensuring the delivery of high quality news items and insight pieces.</p>	
<p><b>Additional job specific responsibilities and accountabilities</b></p> <ul style="list-style-type: none"> <li>Edit the team’s production to ensure high quality English output as standard and consistent across all products.</li> <li>Work to improve and enhance the English writing skills of the team.</li> <li>Ensure full understanding of and abidance by the BBC’s style guide and writing standards.</li> </ul>	

<b>Approval</b>	
<b>Manager</b>	Safaa Samir
<b>HR Business Partner</b>	Heba Youssef
<b>Date</b>	21/11/2018