

Job title	Senior Journalist - Reporter		
Job family	Journalism	Proposed band	D

Job purpose
Responsible for originating and producing stories which may include scripting, editing, outputting, filming and presenting content across a range of BBC output or generating exciting ideas and original newsgathering.

- Key responsibilities and accountabilities**
- Propose; research; write; report and edit excellent, interesting, well-explained reports and more thoughtful analytical pieces for publication - meeting the highest journalist standards and fully observing the BBC Editorial Guidelines.
 - Alert editors to breaking news and be ready to file accurate, immediate on the spot reports and present, as soon as possible. Check and advise against coverage when necessary.
 - Develop and use all formats and platforms available to tell the story in the most appropriate way and in particular developments in social media to deliver our journalism to audiences.
 - May include the production and presentation of programmes. This might be live or recorded
 - Supply items for the news diary, coming up with a stream of realistic coverage ideas and working collaboratively with other BBC reporters and producers in the field/region.
 - Provide regular advice on news developments, guidance on agency or newspaper stories and briefings on government policies.
 - To gather material for broadcast on news topics and events which is reflective of the audiences we serve
 - To provide timely, expert and authoritative news coverage and analysis on news and events of interest to the audiences of the BBC
 - Maintain regular and clear communication with the Editors ensuring everyone is briefed on own movements and contact numbers at all times throughout the assignment.
 - 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**
- Experience of live broadcasting including live breaking news with a good on-screen presence, authoritative microphone voice and ability to communicate effectively to target audience. A knowledge of and aptitude for using multimedia technology.
 - 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 were

- necessary.
- A demonstrable interest in new media which will include knowledge of how to exploit a story for digital, reporting experience and proven skills in generating original newsgathering.
 - Work collaboratively with other Reporters and producers.
 - Ability to convey story and programme ideas and to contribute fully to the planning process
 - Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC
 - Ability to convey story and programme ideas and to contribute fully to the planning process.
 - 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 information.
 - 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

Able to operate alone on items and other programme elements. No formal management responsibility but may informally manage more junior staff.

Scope

A senior journalist covering a wide range of journalism activity who provides thorough, timely and professional reporting on events in a range of formats.

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	WS Languages, Asia Region
Reports to (title)	Sinhala News Editor
Location base	Colombo, Sri Lanka

Organisation structure	BBC World Service is an international multimedia broadcaster, part of BBC News, delivering a wide range of language and regional services and working increasingly with other parts of BBC News to serve global audiences. It uses multiple platforms to reach its weekly audience of 426 million globally. BBC News Sinhala is one of the 16 services of the Asia Region, broadcasting on radio and with an online and social media presence.
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You'll report in Sinhala and English - for both our Sinhalese speaking audiences - as well as in English - for UK and global audiences to the highest editorial standards.

You will be fluent in both languages to broadcast standard and will have skills in digital, TV and radio. You should feel at home fronting a live piece on social media, writing text for bbcsinhala.com and bbcnews.com or pioneering other story-telling formats.

The role is based in Colombo and you'll be required to work flexibly and travel at short notice for reporting assignments across Sri Lanka and South Asia.

Additional job specific responsibilities and accountabilities

- Broadcasts in Sinhala and English on news stories and events in a manner which is timely, authoritative, lively and interesting, and readily understandable by a non-specialist audience.
- Can operate seamlessly in Sinhala and English language with minimal supervision.
- Familiar with online and video and reporting tools and techniques to reach new audiences on digital platforms.
- Provides expert advice on Sri Lankan affairs to the wider BBC News teams as and when required and leading in reporting on international reactions to the news events in Indonesia for TV, radio, online and social media outputs.
- Collaborates with relevant colleagues from Languages, News Online, World News and Newsgathering in Singapore, Delhi and elsewhere in Asia Region to maximize content sharing opportunities.
- Assists senior colleagues in BBC News Sinhala in forward planning, commissioning and deployments to produce creative and innovative content across digital and radio platforms and TV.
- Maintains and promotes best practice in safety and high risk management in a region prone to natural disasters, terrorism and other emergencies.
- Carries out all BBC policy regarding business expenditure including timely and accurate filing of expenses claims.

JOB DESCRIPTION



- Plays an active role in helping BBC News Sinhala achieve digital transformation while maintaining existing radio platforms.
- Assists the BBC Sinhala News Editor as required in maintaining effective relationships with partners and external stakeholders, eg publishers syndicating BBC content, government, regulators.

Approval	
Manager	Iain Haddow, Senior News Editor Asia (Output)
HR Business Partner	Ruchika Karakoti
Date	04.02.2020