

Job title	Journalist		
Job family	Journalism	Band	C

Job purpose

Originate and produce, as part of a team, a wide variety of news and current affairs content for relevant output. **Please see appendix below for further information about this specific role.**

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 online. 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 and 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 and the audience.
- Ability to use technology as required, in order to gather material for broadcast.
- Understands how a team works effectively.
- 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, 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 and safety procedures and how they apply 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 Africa Sport
Reports to (title)	Sports Editor, Africa
Location base	Lagos

Organisation structure
<p>The BBC is an international multimedia broadcaster on radio, TV, online and social networks with a weekly global audience of 320 million. As part of an historic and exciting expansion of BBC Africa, the BBC World Service is launching a new Sports weekly TV programme and innovative digital sport content alongside existing African Sport output.</p>

Additional job specific responsibilities and accountabilities

We are looking for video journalists with excellent spoken English to work on our flagship sports show, Sport Africa. The successful candidate will need to have a very good knowledge of sport in Africa, global sport, particularly the Premiership and Athletics, and an understanding of what audiences are looking for in digital and social media sports coverage.

THE JOB

All BBC Africa Sport Journalists work across platforms, on a multimedia website with a focus on TV, digital video, text, interactivity and radio services. They will work as part of the editorial/production team in Lagos for BBC Africa Sport and will meet the BBC’s high editorial standards. They will be responsible for shooting and editing stand-alone video pieces on sports personalities that can go into the weekly programme. On a daily basis they will report to a Senior Journalist. Occasional shift work will be required which could include early/late shifts, weekends and public holidays.

RESPONSIBILITIES

This role is focused on video packaging for the BBC Africa Sport TV programme. Our journalists produce accurate, informed and interesting news and programming. They are versatile with proven journalistic skills or equivalent experience, good on-screen presence and broadcast voice, energy, creativity, flexibility and an in-depth understanding of the news, politics, culture and social issues relevant to an African audience. In addition, all of our journalists are involved in creating digital video for our website and social platforms, and writing for our website. They work on social platforms also to promote our content and engage with our audiences. First class communication is essential.

Approval

Manager	
HR Business Partner	
Date	