

Job title	Senior Journalist		
Job family	Journalism	Band	D

Job purpose

Responsible for an area of output, including editorial control, reporting, selection and compilation of material, production, leading teams and planning and implementing effective use of resources.

Key responsibilities and accountabilities

- Responsible for originating and producing stories which may include scripting, editing, outputting, filming and presenting content across a range of BBC output.
- Commission and select relevant materials ensuring they meet expectations of our audiences and adhere to the BBC’s editorial
- May be required to undertake On-Air reporting, may be required to film and edit material for broadcast where appropriate.
- May include the production and presentation of programmes. This might be live or recorded.
- May be required to present the content on radio, TV or on line. This might be live or recorded.
- As required, to allocate work to a team and check progress; ensure the professional contribution of staff and the quality of output.
- Seek ways to increase diversity in our workforce and to ensure that our output reflects the audiences we serve.
- Deliver journalism of the highest standard and within the required timeframe using available resources.
- To act as a facilitator of change, clearly communicating and sharing best practices are shared between teams.
- 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

- A thorough understanding of production methods used in BBC news and the ability to adapt to new media.
- A high standard of editorial judgment, writing ability and production skills based on substantial broadcast journalism experience.
- Exploits opportunities offered by existing and emerging technologies to their fullest extent.
- Ability to work effectively as a member of more than one team. Resolving conflicts as necessary.
- Ability to manage resources, staff, technical facilities and budgets, in order to make challenging broadcasting in the most cost effective manner.
- Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC.

- Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.
- 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
 Significant level of responsibility. Exercises autonomy but seeks guidance where necessary. No formal management responsibility but may informally manage more Junior staff.

Scope
 A senior journalist covering a wide range of journalism activity, with significant experience and responsibility for programme/content creation.

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 (Business)
Reports to (title)	Suhail Haleem, Assitant Editor, WorklifeIndia
Location base	Delhi

Organisation structure	
<p>Job Introduction</p> <p>The BBC needs an on-air reporter to work with its successful WorklifeIndia team, to cover the changing world of work, business and technology. The team produces an English language weekly talk show from Delhi, for TV and radio, along with a podcast and associated social media. It aims to blend informed analysis with an informal approach, as it explores answers to the questions we face day to day in our working lives – both during the pandemic and beyond.</p> <p>We need a reporter to help lead the conversation each day – coming up with strong programme ideas, human interest stories and compelling interviewees, and turning them into engaging, honest, thought-provoking debate. You will tackle the big issues about business and society – from the current economic crisis to way we will work in future; tackling everything from the role of technology in our lives to the problems facing small businesses as they resume work. You will also deputise for the main presenter of the weekly programme when they are away, leading the panel of guests in a discussion that is accessible, engaging and above all, useful .</p> <p>Role Responsibility</p> <p>You will have an engaging radio and TV presence and be able to get the best from your guests, whether recorded or live on air, encouraging them to share their stories and experiences, while ensuring that the debate is balanced, probing and open. You will be equally at home dealing with topics that are light, serious, or emotionally charged. You’ll be able to conduct your own research, pitch compelling story ideas to the programme editor, and be able to explain complex issues in a simple and understandable form. You will have a good contact book, featuring a wide range of guests from all walks of life and an understanding of where to find new ones.</p> <p>Main Duties</p> <p>Working to an editor of the day, your main tasks will involve:</p> <ul style="list-style-type: none"> • Finding and proposing topical <i>Worklife</i> stories, angles and issues for coverage on radio/TV/social • suggesting relevant interesting and original guests for the weekly show or for daily output • conducting your own research into the topic under discussion with the aim of finding compelling facts to illuminate the conversation • Presenting the weekly programme when the main presenter is away; deciding, together with the programme team, the structure of the debate; then steering the programme live on air, ensuring the guests give their best during the show • collaborating effectively with other members of the team, sharing information, story suggestions and potential interviewees as required • carrying out your responsibilities in accordance with the BBC’s overall standards and values, as outlined in the Editorial Guidelines. 	

- Acting as an ambassador for the BBC in your dealings with the local business community and beyond

Additional job specific responsibilities and accountabilities

Personal Specification

You will be expected to have:

- an engaging on screen presence, together with a good broadcasting voice
- demonstrable live studio broadcasting experience
- excellent journalism skills, together with a high level of editorial awareness and judgement
- the capacity to explain complex ideas in simple and engaging language
- strong interpersonal skills, and the ability to work well within a team
- a demonstrable interest in explaining the big global business issues of the day (previous experience of working on business programmes is not required)
- the ability to deal professionally with members of the public
- professional journalistic standards of accuracy, impartiality and fair dealing
- a good understanding of the requirements of law as regards libel and slander
- the ability to work to tight deadlines, often under pressure
- highly developed communication skills in English
- a thorough understanding of the BBC’s Editorial Guidelines

The Ideal Candidate

You will also have:

- proven ability to find original, innovative and eye-catching topics; and an understanding of how best to deliver them in an engaging manner
- experience of presenting a discussion/talk show
- a firm grasp of the requirements of a long-form discussion programme

Approval

Manager	Name and job title
HR Business Partner	Ruchika Karakoti
Date	