

<b>Job title</b>	<b>Senior Journalist - Reporter</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Band</b>	<b>D</b>

**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 interesting and well-explained reports and more thoughtful, analytical pieces for publication – meeting high journalistic standards and fully observing the BBC editorial guidelines.
- Alert editors to breaking news and be ready to file accurate, 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, with a particular focus on social media to deliver our journalism to audiences.
- Supply items for the news diary, coming up with a stream of realistic coverage ideas and working jointly 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, specialist and self-assured news coverage and analysis of 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, self-assured microphone voice and ability to communicate effectively to target audience. A knowledge of and aptitude for using multimedia technology.
- Demonstrates balanced and impartial judgement. Makes appropriate editorial decisions, taking account of conflicting views where necessary.
- A demonstrable interest in new media which will include knowledge of how to maximise a story for digital, reporting experience and proven skills in generating original newsgathering.
- Work in partnership 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 and safety procedures and how they apply to broadcasting.

**Job impact**

**Decision making**

Able to operate alone on items and other programme elements.

**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**

<b>Division</b>	<b>Arabic Newsgathering</b>
<b>Reports to (title)</b>	<b>Mouna Ba Assistant Editor, Arabic Newsgathering</b>
<b>Location base</b>	<b>Jerusalem – Jerusalem Bureau</b>

<b>Organisation structure</b>	<b>Senior Journalist - Reporter</b>
<p><b>This job is a Senior Journalist – Reporter.</b>  <b>Mouna Ba, Assistant Editor ArabicNewsgathering reports to Bassam Andari, Senior News Editor Arabic Newsgathering</b>  <b>Based in the BBC’s Jerusalem Bureau on Israeli terms and conditions of employment this role will lead BBC Arabic’s reporting in Israel</b></p>	

<b>Additional job specific responsibilities and accountabilities</b>
<ul style="list-style-type: none"> <li>• Modern standard Arabic to a broadcast standard and a high level of broadcast quality English.</li> <li>• Extensive reporting experience, including hostile environments, is essential and a willingness to be deployed at short notice in the country and across the Middle East &amp; North Africa region.</li> <li>• A strong understanding and depth of knowledge of Israeli affairs and their regional and international importance and relevance.</li> <li>• Experience of live and recorded location reporting, co-presenting and studio treatments such as presenting graphic sequences and on-set explainers and acting as a ‘presenter’s friend’ for analysis and updates.</li> <li>• A strong understanding and working knowledge of digital video techniques and social media broadcasting.</li> <li>• Some editing and filming skills would be an advantage..</li> <li>• To suggest new angles and formats on existing stories in order to bring them to life for the audience.</li> <li>• Awareness of and enthusiasm for the growing importance of social media and the benefits and challenges it brings.</li> <li>• To be able to work effectively and calmly in an environment where news is constantly changing and being updated and have the temperament to enjoy the process.</li> <li>• To have the ability to work unsupervised.</li> <li>• A willingness to deploy at short notice across the region and as required to hostile environments.</li> </ul>

<b>Approval</b>	
<b>Manager</b>	<b>Bassam Andari–Senior News Editor, BBC Arabic</b>
<b>HR Business Partner</b>	<b>Jill Wookey – International HR Business Partner, MENA &amp; Afghanistan</b>
<b>Date</b>	<b>09 September 2019</b>