

Job title	Journalist		
Job family	Journalism	Proposed band	C

Job purpose

Originate and produce, as part of a team, a wide variety of news and current affairs content for relevant output.

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 on line. 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 & 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, the programme departments and the audience
- Ability to use technology as required, in order to gather material for broadcast.
- Understands how a team works effectively and adopts the most appropriate role
- 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, prioritising, 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 & Safety procedures and how it applies to broadcasting

Job impact

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.

Scope

Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.

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 Arabic
Reports to (title)	Cairo Newsgathering and Planning Senior Journalists, Cairo News Editor and designated line managers
Location base	Cairo Bureau

Organisation structure	BBC
<p>You will be working with the BBC Arabic and bilingual reporters based in Cairo and London. You will also work with Arabic Newsgathering planning a team helping to plan news coverage and specific story projects and assist in the commissioning of stories from Arabic Correspondents and stringers as required. You will also be required to plan next day events and future news and features which will require some weekend working. You need to be prepared to be deployed elsewhere at short notice including hostile environment.</p>	

Additional job specific responsibilities and accountabilities

- To support BBC Arabic by exploring and pitching stories to be covered by Arabic correspondents and stringers and preparing and suggesting coverage plans for political, cultural, social and humanitarian events of interest to BBC Arabic audiences in coordination with particular emphasis on digital content..
- To assist in maintaining an accurate, comprehensive and up-to-date version of the Newsgathering News Diary and contacts
- Occasional deployment in the field, if required, for suitably qualified staff with the appropriate technical expertise, personal qualities and editorial judgement
- To think through and around editorial problems, developing realistic alternative strategies and approaches.
- To observe and carry out any requirement outlined in the BBC News safety policy and specifically to conduct risk assessments when appropriate.
- To liaise effectively with reporters, producers, freelancers and other areas of the BBC, gathering advice on stories and coverage and providing support to the newsroom
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Additional skills & Experience

- A full command and up-to-date knowledge of spoken and written modern standard Arabic, as first or equivalent language.
- A good knowledge of English, including complete comprehension of written and spoken English and the ability to communicate effectively.
- Must demonstrate a strong knowledge of Arabic and international news stories and issues, as well as forthcoming news events.
- Good knowledge of TV, Radio, Online, digital production techniques and facilities and a good understanding of social media and its role in news.
- An excellent understanding of BBC Arabic output and audiences.

- Must be able to exercise an appropriate degree of editorial judgement and to take responsibility for any brief that might be assigned to them.
- Must have recent experience planning next day and longer term news coverage with teams working overseas.
- Must have experience planning overseas deployments – both editorial and logistical.
- Must have proven creative ability to identify, discuss and promote human interest stories that work on TV, Radio, Online and digital platforms.
- Must be able to assist maintaining an accurate comprehensive and up to date version of the Newsgathering News Diary and contacts.

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Approval	
Manager	Ashraf Madboly, Cairo News Editor



HR Business Partner	Jill Wookey, HR Business Partner World Service Group International
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