

<b>Job title</b>	<b>Kabul Bureau Editor</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Band</b>	<b>E</b>

**Job purpose**

To manage and lead editorially all BBC WS Languages journalists in Afghanistan and to be responsible for all BBC output from the country, reporting to the Head of the Afghan Service with a significant level of accountability.

**Key responsibilities and accountabilities**

- Oversee output, ensuring that all contents meet the target area’s expectations for quality, as well as the BBC’s editorial and legal requirements, and that they are appropriate for the audience.
- Set and deliver a clear editorial concept for all output and content and communicate this concept to the teams.
- Maximise the benefits of technology for our audiences.
- Promotes and rewards teamwork, and challenges attitudes or processes that prevent it. Sets an example by distributing resources, knowledge, ideas and skills across the organisation, builds helpful, productive relationships within the BBC and outside.
- Responsibility for the teams rota, and oversight of appraisal, training and staff support. Working with the Editor/Regional Editor, they will run the management team of SBJTMs and SBJs, ensuring that management tasks are assigned, and output priorities managed effectively.
- Coaches others to build on strengths and improve on weakness, gives and listens to regular feedback, helps develop the BBC’s new leaders, recruits and develops talent from a diverse range of backgrounds.
- To assist in developing the strategy and agenda for the teams, to communicate that strategy and to assist in leading and coordinating the team to that end.
- Foster an environment of productive employee relations and responding to and anticipating challenges from staff, unions and audiences.
- Ensure health and safety policy guidelines are implemented and adhered to, and that appropriate safety training is provided. Ensure that the team and its output, work within BBC guidelines on health and safety, diversity and inclusion, and new ways of working.

**Knowledge, skills, training and experience**

**Essential**

- Extensive experience and a record of producing high-profile journalism. Has an area of specialist knowledge and professional capability.
- A high level of editorial awareness and judgement.
- Demonstrates proficiency in the use of broadcast and computer-based technology and stays abreast of developments in this field.
- Ability to foster creativity and experimentation, shows openness to new ways of doing things.
- Ability to think strategically and describe the concept in a way which motivates others towards that goal – able to convert long term aims into short and medium term goals.
- Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC.
- Able to prioritise and plan activities taking into account all the relevant issues and factors such

- as deadlines, staffing, budgets and resource requirements.
- Capability in communicating to differing audiences and across all forms of multimedia output.
  - Maintains personal effectiveness in the face of pressure, setbacks or when dealing with demanding situations. Demonstrates an approach to work that is characterised by commitment, motivation and passion.
  - Awareness of News Strategy and its implications for the key agenda areas of BBC News: diversity; reaching new audiences; multi-skilling; health and safety and the ability to put these policies into practice.

<b>Job impact</b>
<p><b>Decision making</b></p> <p>Significant level of responsibility. Exercises initiative but seeks guidance where necessary.</p> <p><b>Scope</b></p> <p>Assists their direct reporting Editor in managing a typically large team; as such has significant informal managerial responsibility. In some cases may formally manage a portion of the team’s staff to assist their direct reporting Editor.</p> <p>Essential requirements:</p> <p>Broadcast level fluency in Pashto, Dari and English                      At least 3 years of sound editorial leadership experience                      Extensive knowledge of Afghanistan’s political, social and cultural issues.                      Solid understanding of BBC values and standards.</p>

<b>Other information</b>	
<b>For Reward team use only</b>	
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.*