

Job title	Presenter		
Job family	Journalism Presenters	Proposed band	C

Job purpose

Presents content of specified programmes or segments for the majority of working time. Ensure that the finished package / programmes are ready in time for transmission. To co-present for specified programmes, and produce suitable trail material.

Key responsibilities and accountabilities

- Presents content that has been originated, developed and written by a team.
- Contribute to the way the item is presented; ensuring consistency of content, quality and style.
- May undertake activity consistent with that of a journalist at the same level in order to contribute to the **output** of the service concerned.
- Make the best use of new technologies – including developments in social media – in delivering content to audiences. To set an example in learning to operate new systems and adapting to different working methods.
- Be involved in on air exchanges with other presenters, being ready to **share information and knowledge in that conversation.**
- Adapt to changes that occur during live transmissions, as directed **by** off air colleagues.
- Broadcast in a manner which is timely, authoritative, engaging and readily understandable by a non-specialist audience, making issues accessible.
- A systematic and organized approach to work, and the ability to meet tight deadlines with a minimum of supervision.
- At all times to carry out duties in accordance with the BBC Health and Safety policy.

Knowledge, skills, training and experience

Essential

- A journalist or someone who understands sufficient about journalism and has sufficient knowledge of production values and **style** of the BBC. Confident performer capable of presenting information with an appropriate style.
- A thorough understanding of production methods used in BBC News and the ability to adapt to new media
- Demonstrates an understanding of BBC Editorial guidelines, target audience, programme and department objectives
- Capable user of broadcast and computer based technology and stays up-to-date with developments in this field
- Strong team working and ability to build strong relationships with key people in

- other parts of the BBC
- 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 to the planning process.
 - Able to perform to deadlines.
 - An understanding of Health & Safety procedures and how it applies to broadcasting

Job impact

Decision making

Able to operate alone on items and other programme elements.

The nature of the content is likely to be agreed by more senior people, and is not normally of a controversial or political nature.

Presenters at this level would not be undertaking probing interviews with policy makers and committed advocates of special interest causes.

Scope

Decision making is about how the agreed content is presented, and even then the presentation must be within the style and approach that is consistent with BBC style. Job holder may be required to have on air discussions with other presenters / guests.

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	
Reports to (title)	
Location base	

Organisation structure	

Additional job specific responsibilities and accountabilities	
<ul style="list-style-type: none"> • • • • • • • • • • 	

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	