

<b>Job title</b>	<b>Content Assistant</b>		
<b>Job family</b>	<b>Content Production</b>	<b>Proposed band</b>	<b>B</b>

**Job purpose**

Expected to help research, produce and deliver/publish content by contributing technical, editorial and administrative support to production teams.

- Key responsibilities and accountabilities**
- To assist in the production, publication and maintenance of brilliant content on a variety of platforms, including face to face activity when appropriate.
  - To ensure all content is of a first class standard: thoroughly checked and ready for delivery/publication, aligning with audience needs and expectation.
  - To collaborate with colleagues and internal/external stakeholders to ensure that by working together we achieve the best possible results.
  - To come up with great ideas and recognising great ideas when others come up with them.
  - To fully engage with the department’s development process to ensure a constant flow of fresh, innovative ideas that will inspire our audiences.
  - To respond to audience feedback in a timely and appropriate manner, using the BBC’s agreed audience connection guidelines.
  - To provide technical support for all platforms as needed.

- Knowledge, skills, training and experience**
- Essential**
- A knowledge, or ability to acquire it, of BBC Structures, Procedures and Policies.
  - Passion for broadcasting and the media industry
  - Ability to use IT proficiently, including a range of software packages.
  - A demonstrable aptitude for detail and accuracy in all areas.
  - Interpersonal and communication skills sufficient to establish and maintain effective relations with a wide range of internal and external contacts.
  - Effective time management and organisational skills and the initiative to work both independently and as part of a team.
  - Ability to prioritise a conflicting workload efficiently and to maintain standards of accuracy and attention to detail when working to deadlines or changing priorities.
  - Resilience and stamina to sustain performance when under pressure from a high volume of work and conflicting priorities, with a flexible approach to deal with a changing environment.
  - Ability to use own initiative with confidence, using judgement to escalate where necessary.
  - Contribute to the creative vision of the team.
  - An up to date knowledge of the BBC’s diverse audiences and their needs and expectations and use this to contribute to creative and engagement output.
  - The ability to problem solve and suggest effective solutions.
- Desirable**
- An awareness of financial responsibility and budgets

<b>Job impact</b>
<p><i>Decision making</i></p> <p>Receives an appropriate level of editorial guidance and direction.</p> <p><i>Scope</i></p> <p>Duties are dependent on area of responsibility</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.*

**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.

<b>Division</b>	<b>BBC NI</b>
<b>Reports to (title)</b>	<b>Editor Foyle</b>
<b>Location base</b>	<b>Foyle</b>

<b>Organisation structure</b>	
This is an entry level position	

<b>Additional job specific responsibilities and accountabilities</b>
<ul style="list-style-type: none"> <li>- To possess strong journalistic skills and a passion for output.</li> <li>- Ability to use IT proficiently, including a range of software packages / SAP / Sable / Dalet / ENPS isite and able to publish audio of the shows via Social Media.</li> <li>- Contributing to the creative vision of the team contributing ideas for programmes and helping develop ideas from other team members.</li> <li>- Undertaking Studio Production under editorial guidance.</li> <li>- Researching, evaluating and compiling information on various topics into a brief for Presenters and Producers including assisting with the writing of scripts.</li> <li>- Record and edit material for broadcast under direction</li> <li>- Take a lead role in the station’s digital content / output across all programmes news and non-news</li> <li>- Finding and securing contributors to support and illustrate programme ideas.</li> <li>- Booking and coordinating production facilities.</li> <li>- Operate broadcast equipment under supervision.</li> <li>- Demonstrable knowledge of radio output, in particular Radio Foyle and Radio Ulster output.</li> </ul>