

Job title	Senior Journalist Team Manager		
Job family	Journalism	Band	D

Job purpose

Responsible for an area of output, including editorial control, reporting, selection and compilation of material, production, leading teams and planning and implementing effective use of resources. In addition, this role has formal managerial responsibility.

- Key responsibilities and accountabilities**
- Responsible for originating and producing stories which may include scripting, editing, outputting, filming and presenting content across a range of BBC output.
 - Commission and select relevant materials ensuring they meet expectations of our audiences and adhere to the BBC’s editorial guidelines.
 - May be required to undertake on-air reporting, may be required to film and edit material for broadcast where appropriate.
 - As required, to allocate work to a team and check progress; ensure the professional contribution of staff and the quality of output. Able to lead the team on a day to day basis, but also contribute ideas and support to the overall management of the site, its team, finances and agenda.
 - Seek ways to increase diversity in our workforce and to ensure that our output reflects the audiences we serve.
 - Deliver journalism of the highest standard and within the required timeframe using available resources.
 - To act as a facilitator of change, clearly communicating and distributing best practices between teams.
 - 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**
- A high standard of editorial judgment, writing ability and production skills based on substantial broadcast journalism experience.
 - Maximises opportunities offered by existing and emerging technologies to their fullest extent.
 - Ability to work effectively as a member of more than one team. Resolving conflicts as necessary.
 - Ability to manage resources, staff, technical facilities and budgets, in order to make challenging broadcasting in the most cost effective manner.
 - Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC.
 - Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.
 - 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 and safety procedures and how they apply to broadcasting.

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Job impact

Decision making

Significant level of responsibility. Uses initiative but seeks guidance where necessary. Typically manages a small team of Journalists (some of which may be Senior Journalists) and/or other more junior roles, in most cases up to 20 people.

Scope

A senior journalist covering a wide range of journalism activity, with significant experience and responsibility for programme/content creation. In addition, this role has formal managerial responsibility.

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	News – World Service, BBC Africa
Reports to (title)	Editor, BBC Afrique
Location base	Dakar

Organisation structure	
<p>BBC Afrique is part of the British Broadcasting Corporation, the world’s largest public broadcaster. In Africa, the BBC reaches a weekly audience of more than 90 million people on Radio, TV, Digital, Mobile and Social Media. We currently broadcast to Africa in English, Hausa, French, Somali, Swahili, Kinyarwanda/Kirundi, Kiswahili and Arabic.</p> <p>BBC Afrique produces a wide range of radio and digital content with an emphasis on regional and international current affairs. Our coverage includes breaking news, sports, arts, health, business and features. We challenge decision makers to discuss the issues that affect the daily lives of Africans.</p> <p>BBC Afrique is recruiting a Senior Journalist Team Manager to lead radio output. You need to demonstrate strong editorial judgment, experience supporting and managing teams, creative ideas to innovate across radio and digital audio, and a desire to report the news in a fair and unbiased way for a Francophone African audience.</p>	

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> - This role requires French as first or equivalent language and the ability to write engagingly and edit to a high standard, including rewriting and restructuring stories where necessary - This role requires the ability to communicate effectively in English (written and spoken) and translate pieces from English to French and vice versa - Supervise, support and motivate a team of journalists to produce lively, interesting and high-quality content relevant to Francophone African audiences - Discover original stories and come up with original treatments and ways of delivering a diverse range of voices - Assign or commission stories, briefing reporters/producers/VJs and steering treatments, with an emphasis on multiplatform output and value for money - Maintain a high level of journalistic, linguistic and production standards in the output, giving proper editorial consideration to output material and taking decisions on suitability, quality and emergency changes - Ensure material is fact-checked, legally clear and compliant with BBC editorial policy, including flagging up issues and discussing them with service editor or other member of

<p>editorial hierarchy</p> <ul style="list-style-type: none"> - Contribute to, and chair as needed, the bureau editorial meetings, shaping the day’s output and responding to breaking and developing stories - Support planning efforts to commission and integrate Afrique output across platforms - Support digital growth through effective application of analytics and best practices - Represent the Dakar bureau in wider BBC editorial meetings as required. - Liaise proactively and collaborate effectively with colleagues across the BBC to enable the efficient production and sharing of content - Line-manage staff members including providing regular feedback and performance appraisals. Review and amend rota as needed to meet output needs - Assist as required in the recruitment and selection of staff - Deputise for the Editor as required - Please note this role requires night and weekend work. This role may also require travel, sometimes at short notice and potentially to areas which are hostile environments

Approval	
Manager	Anne Look Thiam, Editor, BBC Afrique
HR Business Partner	
Date	