

JOB DESCRIPTION

Job title: SBJ (Senior Broadcast Journalist)

Department: BBC Lebanon LLC /BBC News

Reports to: Daily News Editor

Grade: Local Recruit

Location: Beirut

ORGANISATION AND CONTEXT

BBC Arabic is the largest language service of the BBC World Service, providing news and current affairs on Radio, TV and Online to Arabic speaking audiences in the Middle East and beyond. The service is multi-media daily newsgathering operation for daily, weekly and long-term planning. BBC Arabic increasingly collaborates with, and provides material for, other language outlets and platforms. A major part of BBC Arabic's output is made up of long form programmes, documentaries and investigations, produced in-house by the BBC Arabic Programmes Unit.

BBC XTRA: A youthful and modern pan-Arab TV magazine programme from Beirut is recruiting freelance TV Researchers, Producers, Senior Producers, Presenters and a Senior Series Producer.

BBC XTRA is the BBC Arabic's weekly magazine programme, dealing with a wide variety of issues, from hard hitting social affairs to the effect of major news stories on people's lives, along with news and stories from the worlds of culture and art.

Experience in leading TV production teams is essential, as well as wide knowledge of current affairs, social trends and issues. Also essential is excellent Arabic and English language skills, both written and spoken, with full correct Arabic grammar that is suitable for broadcast. Wide range of contacts across the Arab world is highly desirable. Often working under tight deadlines, it is important to be flexible in your working hours, willing to travel when necessary and an excellent team player.

Arabic speakers from all nationalities are encouraged and welcome to apply.

JOB PURPOSE

As a Senior Producer you will take a role in bearing editorial responsibility for the day-to-day running of the programme production. You will primarily work on BBC XTRA, a flagship

weekly TV magazine programme, which also goes out daily on radio. However, you may also be asked to work on other programmes.

BBC XTRA has an excellent reputation for creativity and hard hitting social stories as well as the latest from the worlds of arts, culture, science, technology and sports. This is delivered daily live on radio and weekly on TV in a modern and relaxed presentation style. A large part of your role will be to lead and guide Producers and other production staff, to ensure that the best journalism from BBC Arabic is properly shared with all platforms and the rest of the BBC.

With Arabic as your first or equivalent language, you will be fluent in English and have an up to date and comprehensive knowledge of Middle East and international current affairs, political and non-political. A good understanding of the role of social media in our journalism is essential.

KEY RESPONSIBILITIES

- To determine the content and running order of the programme according to the strategy set by your editors
- To guide and support producers, reporters and support staff from research to transmission.
- To assign and brief Reporters and determine programme priorities
- To be responsible for the commissioning of stories from reporters and producers, ensuring that the edited packages and features meet high journalistic standards and break new ground
- To manage all resources connected to the programme, including staff
- To lead the operation of live and pre-recorded production
- To be responsible for a developing story, amending and updating material as required. To think through and take a lead around editorial problems, developing realistic alternative strategies and approaches.
- To offer ideas for stories and items, special projects and series,
- To take a lead in pre/post programme and planning meetings as required.
- To suggest new angles and formats on existing stories in order to treat them in a creative way and bring them to life for the audience.
- The ability to perform at the microphone with or without a script, conduct interviews and chair discussions, live or pre-recorded is highly desirable.
- To oversee strategic planning and research and to co-ordinate coverage of major events.
- To ensure Presenters, producers, Reporters and other production staff are fully briefed on programme material.
- To encourage Xtra's overseas reporters to send ideas, discuss, agree on coverage plan and approve final scripts and cues.
- To identify suitability of the various stories on offer and determine proper format and style.
- To approve final versions of packages and recorded material

- To be involved in the training and development of staff, including giving effective guidance and feedback.
- To make the best use of new technologies - in particular developments in social media - in delivering our journalism to audiences, and to set an example in learning to operate new systems and adapting to different working methods.
- To deputise for the programme series producer in their absence as required.

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:

- Full command and up to date knowledge of spoken and written modern standard Arabic, as first or equivalent language.
- Considerable relevant experience as a programme producer.
- Excellent independent and balanced editorial judgement.
- The ability to communicate effectively in a modern style adopting the appropriate tone.
- Experience of originating and developing creative programme ideas and of dealing with live, breaking stories.
- Ability to interpret complex stories for a non-specialist audience.
- The ability to work to tight deadlines and under pressure.
- Good organisational skills and the ability to prioritise workload and to work flexibly.
- Understands the duty of care in general with regard to individuals' wellbeing and in particular with regard to Health & Safety issues.
- A team-player with good interpersonal communication skills.

COMPETENCIES

Flexibility Adapts and works effectively with a variety of situations, individuals or groups. Is able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements

Imagination/creative thinking Is able to transform creative ideas/impulses into practical reality; can look at existing situations and problems in novel ways and come up with creative solutions

Planning and organising Is able to think ahead in order to establish an effective and appropriate course of action for self and others. Prioritises and plans activities taking into

account all the relevant issues and factors such as deadlines, staffing and resources requirements.

Communication The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.

Managing Relationships/Teamwork Able to build and maintain effective working relationships with a range of people; team working. Able to receive and contribute constructive feedback in post deployment discussions.

Leadership Ability to create a vision and inspire others to realise it irrespective of circumstance, and guide junior members of the team when necessary.

Understanding Diversity: You will understand diversity in its widest sense and appreciate the uniqueness of self and others, and how individual differences can benefit the BBC.