

JOB DESCRIPTION
BBC WORLD SERVICE

Job Title: Field Producer, BBC Gujarati Service
Base: Ahmedabad
Contract: Continuing
Grade: Local Terms & Conditions
Reports To: Planning Editor

CONTEXT

BBC World Service is an international multimedia broadcaster, part of BBC News, delivering a wide range of language and regional services and working increasingly with other parts of BBC News to serve global audiences. It uses multiple platforms to reach its weekly audience of 320 million globally, including TV, digital platforms including social media, AM, FM, shortwave, digital satellite and cable channels. As part of an historic and exciting expansion, the BBC World Service has launched four new language services serving audiences in India – Gujarati, Marathi, Punjabi and Telugu – to work alongside two existing services, BBC Hindi and BBC Tamil.

All six Indian language services are based predominantly in the BBC's Delhi bureau, working closely and collaboratively with all teams in that office and with teams in the BBC's headquarters in London to deliver the best service for BBC audiences.

All Language Services are multiplatform, with a multimedia website with a focus on digital video, text, interactivity for both desktop and mobile platforms, and a daily TV news programme for the Hindi, Tamil and Telugu services. Each service aims to make international news relevant to an Indian audience, and bring international perspectives to bear on Indian and global developments.

JOB PURPOSE

A Field Producer is expected to organise, gather, process and deliver multimedia output, primarily digital in nature, responding promptly to news and other relevant editorial developments.

They will have a thorough understanding of the BBC's distinctive news agenda, and of the background and context of events in the region.

They will need to be able to manage time and handle multiple tasks efficiently, adjusting work priorities as developments dictate.

They will need to be aware of, and interested in developments in the sphere of digital media. They will be expected to pioneer new digital storytelling techniques and formats as well as new ways of gathering and processing material from the field which not only work well on these platforms, but on TV also.

S/he will be expected to work flexibly as required.

KEY RESPONSIBILITIES

- To suggest and research stories or story elements for BBC Gujarati Service and other BBC services if requested by the editors/line managers; to find contributors and interviewees as well as other sources of material and/or actuality, as appropriate and to the required specification, whilst maintaining professional journalistic standards of accuracy, impartiality and fair dealing and adhering to the BBC's Editorial guidelines.
- To offer ideas for digital and multimedia items in a range of platforms; to suggest and develop special projects in Gujarati; and to actively contribute to the editorial planning process.
- To go on duty trips to gather information for output in Gujarati, either with a correspondent and/or a shoot/edit, or individually, as required.
- To work with correspondents from across the BBC, on duty trips and on base, ensuring that they are appropriately supported, both editorially and logistically.
- The ability to report from the field if needed.
- To suggest new digital formats and techniques for BBC output from India.
- To stay abreast of latest developments in digital storytelling. To encourage correspondents and editors to think beyond traditional formats.
- To organise effective coverage from the Gujarat bureau and on location throughout the region on the basis of editorial priorities and programme requirements.
- To observe and carry out any requirement outlined in the BBC News safety policy and, where necessary, to execute documentation required for risk assessment procedures.
- To prepare the prospects for the upcoming day on a daily basis, as well as for upcoming weeks and other planning periods, as required.
- To obtain and confirm incoming information as requested by the line manager, including by active use of Social Media for newsgathering purposes.
- On his/her own or upon editor/producer task to search news angles, to verify and clarify information, to prepare (also in written form) background material.
- To follow safety requirements and instructions, especially in relation to emergencies; and to report any accidents, dangerous situations or defects in safety arrangements.
- To prepare in good time information necessary to accredit personnel, research contact numbers and seek appropriate guests for interviews and interactive programmes.
- To update the existing and establish new contacts and sources of information. To contribute to and maintain electronic databases of guests of programmes and multimedia projects.

Required Knowledge, Experience and Skills

1. Fluent in English, both in written and spoken form, ability to communicate effectively on a high level.
2. A full command and up to date knowledge of the Gujarati language.
3. Experience of work in a similar position in a news environment.
4. Wide and up-to-date familiarity with the target area and an in-depth understanding of its history, politics, social issues and culture as well as the changing needs of the audience. Extensive knowledge of the media situation in the target area and the way it is developing.
5. To have basic skills of shooting photo and video, and of gathering journalistic material through other technical means.
6. A thorough understanding of the latest developments in digital storytelling.
7. Thorough knowledge of current affairs and the broadcast environment in the target area, including familiarity with official structures and procedures pertinent to that environment.
8. A sound understanding of the needs, platforms and styles of the BBC.
9. Ability to work unsupervised, managing changing priorities in a fast-moving environment, responding promptly and reliably to the requests of your colleagues.
10. Strong interpersonal skills, with the ability to communicate proficiently both in written and verbal form with people at all levels.
11. Ability to work as part of a team, under pressure and to deadlines.
12. Proficiency in IT skills, including Microsoft Office programmes, ENPS, CPS. Practical experience and extensive knowledge of the Internet and an understanding of the potential of new technology is essential. Eagerness to master and use new technologies.
13. Familiarity with special equipment including the ability to operate recording, studio, photo and video equipment.
14. A comprehensive knowledge of BBC safety procedures in base and on location.

COMPETENCIES

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

Editorial Judgement - demonstrates balanced and objective judgement based on a thorough understanding of BBC editorial guidelines, target audience, programme and department objectives. Makes the right editorial decisions, taking account of conflicting views where necessary.

Commitment to the BBC and the BBC India strategy – demonstrates an interest and willingness to help the BBC achieve its objectives in the target area.

Creative Thinking - able to transform creative ideas into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions.

Planning and organisation - able to think ahead in order to establish an efficient 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.

Communication - able 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.

Influencing and persuading - able to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

Managing relationships and team working - able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.

Resilience - manages personal effectiveness by managing emotions in the face of pressure, setbacks or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy.

Flexibility - adapts and works effectively with a variety of situations, individuals or groups. 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.

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(A job specification 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.)