

Job title	Journalist		
Job family	Journalism	Band	C

Job purpose

Originate and produce, as part of a team, a wide variety of news and current affairs content for relevant output.

- Key responsibilities and accountabilities**
- Use a range of video, audio and digital equipment and information technology to research, write, assemble, edit and deliver outputs in the appropriate medium, to the highest professional standards.
 - May be required to present the content on radio, TV or online. This might be live or recorded.
 - May include the production and presentation of programmes. This might be live or recorded.
 - Exercise editorial judgment in developing story ideas and producing accurate and impartial journalism.
 - To undertake pre- and post-production and studio work, live and pre-recorded. Use a range of video, audio and digital equipment and information technology to research, write, assemble, edit and deliver programmes in the appropriate medium, to the highest professional standards.
 - To liaise closely with other team members and with other departments in the BBC, to ensure that output material is shared, duplication is avoided, and best practice is upheld.
 - Take a lead within a team setting or on delivering a specific piece of journalism or project as appropriate.
 - To tailor different news treatments for different audiences ensuring that the output reflects the audiences we serve.
 - To prioritise and plan activities taking into account all the relevant issues and factors such as deadlines, staffing and resources available.
 - To produce engaging packages through a range of production skills.
 - 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**
- Significant recent experience as a journalist, with a good knowledge of production techniques.
 - Ability to use technology as required, in order to gather material for broadcast.
 - Understands how a team works effectively.
 - Able to build and maintain effective working relationships with a range of people.
 - Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC.
 - Effective planning and organising skills, ability to concentrate on several areas of work at one time, delivering consistently to deadlines and reacting positively to changes and conflicting priorities.
 - 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

Job impact

Decision making

High level of responsibility and decision making; able to operate alone.
 No managerial responsibility. May be informally supported by junior staff i.e. Researchers, Coordinators and Assistants.

Scope

Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.

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

- Meet deadlines and changing priorities and circumstances.
- An understanding of health and safety procedures and how they apply to broadcasting.
- Know very well the role of social media and how to use the programme’s platforms for a better promotion of the programme
- Knowledge of how to increase the presence of social media in the programme
- Have very good command of Arabic language and English
- The ability to voice and write reports with no grammar mistakes

- Have an editorial depth and wide knowledge of current affairs issues in addition to cultural and social affairs, in the Arab region.
- Have previous experience in reporting and being on screen
- Can structure a report and script it.
- Understands how a team works effectively and adopts the most appropriate role
- Able to build and maintain effective working relationships with a range of people
- Demonstrates a commitment to improving diversity in programmes and understands how individual differences can benefit the BBC
- The flexibility and adaptability to sustain performance, particularly under pressure to meet deadlines and changing priorities and circumstances
- An understanding of Health & Safety procedures and how it applies to broadcasting

Decision making

High level of responsibility and decision making; able to operate alone.

No managerial responsibility. May be informally supported by Junior staff i.e. Researchers, Coordinators and Assistants.

Approval	
Manager	Nada Abdelsamad
HR Business Partner	Jill Wookey
Date	10/03/2020