

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.
- Demonstrates sound editorial and policy decisions based upon a clear understanding of the BBC’s distinctive news agenda, the requirements of news and current affairs coverage and the audience.
- 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 meet deadlines and changing priorities and circumstances.
- An understanding of health and safety procedures and how they apply to broadcasting.

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.

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Division	BBC Russian Service
Reports to (title)	Senior Journalist Team Manager, Planning
Location base	Israel

Organisation structure	BBC Russian
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Additional job specific responsibilities and accountabilities

- Evidence of recent original journalistic work of impact in the target area.
- Languages: Russian at the native level / English (professional working proficiency; written and spoken) / Hebrew (good knowledge)
- Experience of reporting, in the field, on international and/or Middle Eastern current affairs issues.
- The post holder will have to originate story ideas for broadcast, digital and multimedia output from Israel and the region in a range of platforms, organise and conduct interviews for broadcast.
- The successful candidate should suggest and research stories or story elements from Israel and the region; to suggest and develop special projects in Russian and English.
- To gather and produce materials for various platforms and in different formats (suitable for online, digital video, TV, social media or as will be required), independently or as part of a team.
- Experience of video editing and good command of Final Cut or Adobe Premier or other professional video editing software. Proficiency in IT skills. Practical experience and extensive knowledge of the social media and an understanding of the potential of new technology is essential. Eagerness to master and use new technologies.
- Experience in shooting high quality videos. Familiarity with special equipment including the ability to operate recording (including SLRs), studio, photo and video equipment.
- To suggest new digital formats and techniques.
- To go on duty trips to gather information for output in Russian and English, either with a team or individually as required.
- To demonstrate excellent video storytelling skills – in both short and long format.
- To organise effective video coverage while in the field or on location on the basis of editorial priorities and programme requirements.
- To stay abreast of latest developments in digital storytelling. To encourage other correspondents and editors to think beyond traditional formats.
- A sound understanding of the needs, platforms and styles of the BBC.
- Ability to work unsupervised, managing changing priorities in a fast-moving environment, responding promptly and reliably to the requests of your colleagues.
- To contribute to the editorial planning process.
- 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 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 task to search news pegs for texts (materials), to verify and clarify information, to prepare (also in written form) background material.
- To prepare in good time information necessary to accredit personnel, research contact numbers and seek appropriate guests for interviews and programmes as required.
- To update the existing and establish new contacts and sources of information.
- Broad understanding of current technical issues involved in production of video content and a demonstrable interest in new media technologies.
- Desire and ability to learn and acquire new skills in digital journalism production.

JOB DESCRIPTION



- The post holder will be responsible for maintaining the safe working order and operation of the bureau technical assets in co-operation with editorial and technical bureau staff.