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| Job title | Journalist, Data, South Asia VizJo | | |
| 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

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| 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.

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| Division | News |
| Reports to (title) | Asia Digital Editor |
| Location base | Delhi, India |

Organisation structure

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 468 million globally (2020 figure), including TV, digital platforms, social media, AM, FM, shortwave, digital satellite and cable channels.

As a member of the team, located in Delhi, you will part of one of the largest offices of the BBC World Service. And will work alongside some of the most creative and dynamic professionals of the BBC. The Delhi bureau has been at the forefront of a historic and exciting transformation and expansion, which began in 2017. And now we planning to take this one step further, by creating a Visual Journalism team which will be centered on creating innovative visually-led projects for the Bengali, Nepali, Sinhala and Urdu services. As a member of this team, based at BBC's headquarters in Delhi, you will work closely and collaboratively with these four South Asian services to deliver the best service for BBC audiences, while also exchanging ideas and best practices with the Indian Languages' Visual Journalism team and, when possible, creating joint-projects.

About the East Asia Visual Journalism team:

The purpose of the visual journalism team is to unlock the potential of multimedia storytelling across all our platforms - mobile, desktop, tablet and TV. By using graphical tools and combining those of data and journalistic rigor, the team aims to produce powerful visual explanations that improve understanding of the news.

The Responsibilities:

- To enhance and explain major news stories. To research, write, co-ordinate, manage and deliver to tight deadlines the production of high quality added value digital content including: information graphics, maps, graphical interactives, multimedia explainers, data journalism, data visualization and other bespoke-format web content
- To generate ideas for data-driven stories and for how they might be developed and visualised for a variety of platforms
- To collaborate with reporters, editors, and the fellow team's designer and developer to bring those stories to publication
- To participate and contribute to the wider Visual Journalism Community, with the Central BBC News Visual Journalism team and the other VJ Languages teams
- To make the most of data and visual journalism tools and workflows to create content of high editorial and technical standard
- To be aware of relevant advances in web technology and how they can enhance the team's output
- Support fellow South Asian Hub journalists to make the most of the available tools, to improve commissioning and workflows.
- To represent the South Asian Hub within the BBC Visual Journalism community
- To exchange regular notes and ideas with colleagues from the Indian Languages Visual Journalism team within the Delhi office

Data

- Numerate – ability to understand spreadsheets and create them in Excel and Google Drive for stories / data sharing
- Knowledge of data sources and FOI procedure, if relevant, as it pertains to your region
- A strong grasp of how to clean and query data

- A good understanding of statistics and statistical analysis

Production

- Be able to use basic design software (like Photoshop) to make composite images as well as create and update and create basic templates for static content for social media – whichever platforms are most relevant
- Good visual awareness and web production experience
- Experience of visualising data and using visualisation tools
- Demonstrable experience of working to tight deadlines

Also desirable knowledge, skills and experience

- Digital mapping skills to produce maps for digital outlets (like use of Q-GIS to create heatmaps and pointmaps for output – which can be edited by design and shared with broadcast, CartoDB)
- Knowledge of advanced features in Excel like pivot tables
- Knowledge of Structured Query Language (SQL) and of script languages such as Python and/ or R to query databases
- Knowledge of data visualisation tools such as Tableau, Refine, Flourish (or similar)
- Knowledge of scripting data processing languages like R
- Experience of video production and motion graphics software (like Final Cut Pro and After Effects) to create simple explainer videos and animations
- Experience in the production of long form digital features (like <http://goo.gl/GHdurD>), with tools like Shorthand or similar
- Experience of negotiating with public officials for data and open records
- Experience of gathering information via Freedom of Information requests

| Approval | |
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| Manager | Bruno Garcez, Asia Digital Editor, BBC News |
| HR Business Partner | Kiran Chahal |
| Date | August 2021 |