

Job title	Researcher		
Job family	Content Production	Grade	B

Job purpose

As part of a highly creative production team you will identify, research and develop ideas and content, often to tight deadlines. You will contribute to the delivery of content and provide support across all output as required.

Key responsibilities and accountabilities

- *To assist in the planning, production and maintenance of content on a variety of platforms*
- *To research accurately when producing original content in keeping with editorial brief, using a wide range of sources and reference material in-keeping with audience needs and expectations & adhering to known BBC policies & guidelines*
- *To set up and maintain information systems for optimal output.*
- *Suggest, develop and research appropriate ideas and present these to the producer/line manager for feedback and review.*
- *Sourcing and clearing material for broadcasting and publishing.*
- *To liaise with contributors, experts and talent, where required.*
- *Support the senior members of the production team in a wide variety of tasks, including technical/digital by the needs of the production as required.*
- *May be required to manage the workload of the runner and work experience team members, or equivalent.*
- *To assist in ensuring that output complies with the BBC Health and Safety policy*

Knowledge, skills, training and experience

Essential

- *An awareness of BBC editorial guidelines and other compliance policies, or has the desire to glean this knowledge quickly.*
- *Understanding of the importance of the BBC's values in accuracy and impartiality.*
- *Passion for broadcasting and the media industry*
- *Practical experience of television, radio or online production, or experience in an equivalent medium.*
- *Ability to use IT proficiently, including a range of software packages.*
- *A demonstrable aptitude for detail and accuracy in all areas.*
- *Excellent interpersonal verbal and written skills and the ability to communicate effectively and appropriately with a wide variety of internal and external colleagues and contributors.*
- *The ability and/or experience of gathering and presenting information.*
- *Demonstrable time management and organisational skills and the initiative to work both independently and as part of a team.*
- *Resilience and stamina to sustain performance when under pressure from a high volume of work and conflicting priorities.*
- *Ability to use own initiative with confidence, using judgement to escalate where necessary.*
- *Proven ability to work with new and emerging technologies to deliver content to audiences in the most effective ways.*
- *The ability to generate and develop achievable creative ideas for content & programming output*

- and to pitch ideas with the necessary supporting documentation.*
- *An understanding of basic team management skills*
 - *An up to date knowledge of the BBC's diverse audiences and their needs and expectations and use this to shape creative and engagement output.*
 - *The ability to problem solve and suggest effective solutions.*
 - *Awareness of financial responsibility and budgets.*

Job impact
<p><i>Decision making</i></p> <p><i>Receives an appropriate level of editorial guidance and direction.</i></p> <p><i>Scope</i></p> <p><i>Duties are dependent on area of responsibility.</i></p>

Other information	
For Reward team use only	
<i>Job Code</i>	
<i>Definition:</i>	<i>Content</i>

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	BBC STUDIOS
Reports to (title)	SERIES PRODUCER
Location base	MCUK, SALFORD/BROADCAST CENTRE, LONDON

Organisation structure	
<p>The Researcher will work closely with other members of the production team, identifying stories, and potential contributors and undertaking detailed research and pitch these ideas.</p>	

Additional job specific responsibilities and accountabilities	
<u>MAIN DUTIES</u>	
<ul style="list-style-type: none"> • To actively source contributors for the programme under tight deadlines. • To objectively assess the quality and suitability of contributors and programme materials in a way which demonstrates an insight into the programme requirements. • Dealing and liaising with contributors, colleagues, and contacts both in and outside the BBC on a daily basis and to do so with appropriate tact and understanding in a sometimes pressured situation • To be able to assemble, collate and distil information and brief concisely and accurately both in verbal and written form. • To contribute to the creative treatment of an item or programme whilst ensuring consistency in content, quality and style. Identify new approaches and angles to stories. Contribute ideas which are feasible and consistent with editorial intentions. • Pitching of potential businesses. • To carry out thorough due diligence and background checks on contributors whilst working in a pressurised environment. • To use time and resources efficiently, in order to achieve maximum productivity within deadlines and budgets; take a thorough and methodical approach to work, whilst being able to respond flexibly to changes. Work on several projects simultaneously, monitoring progress. Create reliable systems for storage and retrieval of information. • To have a thorough and accurate approach to note-taking and record keeping. • Conscientiously assess the accuracy of the information researched. Produce accurate summaries of extensive research information. Produce detailed research records for 	

reference and produce detailed briefing notes.

- To build and maintain a successful working relationship with all contributors.
- To ensure that BBC output reflects the diverse nature of our audiences.

SKILLS, EXPERIENCE AND QUALIFICATIONS

- TV research experience including; suggesting and researching creative, programme briefs and of securing access to guests, contributors and locations.
- A clear understanding of the logistical requirements of TV production and of the latest developments in the TV landscape.
- Experience of working in a studio environment.
- A strong background in making Factual Entertainment programmes.
- Proven ability to spot strong characters and stories.
- Experience of screen testing potential contributors.
- Effective team-working and interpersonal skills are essential, including experience of working alone or in a team under supervision, maintaining good working relationships with colleagues and contributors and talent.
- Strong time-management and organisational skills and the ability to work to tight deadlines.
- An understanding of issues and an enthusiasm for business related matters and programming.
- Experience of carrying out extensive and detailed due diligence and an understanding of legal issues that can arise in television.
- Ability to analyse and condense a wide range of information into detailed and accurate written pieces of work that meet your initial brief.
- Thorough knowledge of a wide range of information and research sources.
- Demonstrable knowledge and understanding of BBC Producers’ Guidelines and BBC Health & Safety guidelines. Aware of BBC and statutory policies and regulations relevant to programme making i.e. working with children, copyright, music copyright, insurance requirements, etc.
- Ability to make the most efficient use of resources and to operate within financial and other constraints.
- Demonstrates enthusiasm for the output of the Entertainment department.
- IT skills.
- Accuracy and attention to detail.
- Shooting skills desirable but not essential .
- Demonstrates understanding of the importance of the BBC’s values of diversity accuracy, impartiality and decency.

Approval

Manager

MELISSA MITCHELL, TALENT EXECUTIVE, BBC STUDIOS SALFORD

JOB DESCRIPTION



HR Business Partner	<i>SARAH COLDWELL</i>
Date	05/11/2019