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| Job title | Bureau Editor, BBC News Chinese | | |
| Job family | Journalism | Band | E |
| Location Base | Hong Kong | | |
| Department | World Service Languages | | |

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| About BBC World Service | <p>BBC World Service, as part of BBC News, is an international multimedia broadcaster, delivering a wide range of language and regional services to global audiences. It uses multiple platforms to reach its weekly audience of 351 million across 42 languages.</p> <p>BBC World Service is committed to impartiality and promotes access to independent and accurate news.</p> <p>BBC News Chinese is a multimedia news service. It aims to make international news relevant to Chinese speaking audiences, as well as to cover developments in the region.</p> <p>Our service brings quality, impartial, original journalism to Chinese speaking audiences on the platforms they prefer.</p> |
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| Job purpose |
| <p>Responsible for managing a team of Chinese language journalists in Hong Kong and the greater China region with both managerial and editorial responsibilities. This is an Assistant Editor level role in the BBC’s Career Path Framework.</p> |

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| Key responsibilities and accountabilities |
| <ul style="list-style-type: none"> • You will lead a team of Chinese language journalists in Hong Kong and the greater China region; • You will have responsibility for the editorial output, the safety and integrity of BBC News Chinese’s operation in Hong Kong and the Greater China region as well as for the wellbeing of staff. • You will report to the BBC News Chinese Editor (Service Editor) in London. • You will be editorially responsible for the multimedia output of the Service, ensuring content on all platforms meets the highest standards of journalism and is delivered in compliance with BBC Editorial Guidelines. • In consultation with the Chinese News Editor (Service Editor) you will implement the overall strategy for BBC News Chinese in line with the objectives of the World Service. • You will be responsible for all safety aspects of the BBC operation in Hong Kong and accountable for financial compliance. • You will manage effective relationships with partners and external stakeholders e.g. government, regulators, publishers syndicating BBC content. • You will be the point of contact and represent BBC News Chinese where required at meetings, forums, editorial reviews etc. conducted in the Hong Kong Bureau. • You will be responsible for recruitment, training and staff development including performance management of colleagues in Hong Kong. • You will liaise closely with team members and colleagues from other departments for knowledge and best practice sharing. • You will seek ways to increase diversity in our workforce and to ensure that our output reflects |

the audiences we serve.

- You will foster an environment of productive employee relations, responding to and anticipating challenges from staff, and audiences.
- You will ensure safe working practices and the observance of BBC's health and safety regulations, including completing risk assessments.

Knowledge, skills and experience

Essential

- A full command and up to date knowledge of written and spoken Chinese as first (or equivalent) language as well as complete comprehension of written and spoken English and the ability to communicate effectively.
- A proven track record of outstanding editorial judgement and the ability to foster creativity and experimentation.
- Experience in a senior editor role with proven track record of successfully leading teams in agile and remote working environments.
- Ability to translate organization and department goals into action plans and lead the team to deliver on those goals.
- Demonstrated leadership in building diverse teams.
- Demonstrated experience in breaking news stories as well as producing features, investigations and original journalism about China, Asia and global news and current affairs.
- Demonstrated experience in multimedia journalism with substantial knowledge of data analytics tools to drive decision making on story choice, publication time and recirculation.
- Proven track record of complex staff conflict resolution, ability to spot as well as develop talent and create a conducive work environment to encourage diversity of thoughts and ideas.
- Experience in working in a matrixed organizational structure and the ability to partner with teams across the BBC to share content, ideas and leverage best practice.
- Proven track record of listening with empathy and offering creative solutions to team members and colleagues.
- Ability to work flexibly including early/late shifts, weekends and public holidays.

Job impact

Decision making

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

Scope

Typically directly manages responsible for team size under 40 people.

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.