

Job title	Senior Broadcast Journalist		
Job family	Journalism	Proposed band	D

Job purpose

Responsible for an area of output, including editorial control, reporting, selection and compilation of material, production, leading teams and planning and implementing effective use of resources.

Key responsibilities and accountabilities

- To lead a team as required in the production of output and content across all platforms, ensuring material produced is to the highest editorial and production standards, relevant and engaging for the target area, and up-to-date with the news agenda.
- To oversee staff in the researching, writing, translating, editing, adapting and producing of stories in different formats or to undertake such duties directly.
- Commission and select relevant materials ensuring they meet expectations of our audiences and adhere to the BBC's editorial.
- Proactively contribute to the planning process.
- May be required to undertake On-Air reporting.
- May include the production and presentation of programmes. This might be live or recorded.
- May be required to present the content on radio, TV or on line. This might be live or recorded.
- As required, to allocate work to a team and check progress; ensure the professional contribution of staff and the quality of output.
- Seek ways to increase diversity in our workforce and to ensure that our output reflects the audiences we serve.
- Deliver journalism and editorial guidance of the highest standard and within the required timeframe using available resources.
- To act as a facilitator of change, clearly communicating and sharing best practices are shared between teams.
- Delivering to tight deadlines while maintaining the highest editorial standards.
- Be ready and agree for shift work as requested. This can include nights, weekends and public holidays. Occasional travel for trainings may be required.
- At all times to carry out duties in accordance with the BBC Health and Safety policy.

Knowledge, skills, training and experience

Essential

- A thorough understanding of production methods used in BBC news and the ability to adapt to new media.
- A high standard of editorial judgment, writing ability and production skills based on substantial broadcast journalism experience.
- Exploits opportunities offered by existing and emerging technologies to their fullest extent.

- Ability to work effectively as a member of more than one team. Resolving conflicts as necessary.
- Ability to manage resources, staff, technical facilities and budgets, in order to make challenging broadcasting in the most cost effective manner.
- Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC.
- Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.
- Ability to write creatively in an engaging manner, adapt and edit 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 & Safety procedures and how it applies to broadcasting.

Job impact

Decision making

High level of responsibility and management. Exercises autonomy but seeks guidance where necessary.

Scope

Responsibility for the service's multimedia output offer when s/he is on duty, and is charged with ensuring the coherence of the output.

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.

Division	BBC Ukrainian Service
Reports to (title)	BBC Ukrainian Editor
Location base	Kyiv
Organisation structure	BBC Ukrainian

Additional job specific responsibilities and accountabilities

- Candidates must demonstrate fluency in written and spoken Ukrainian/English and the ability to communicate in Ukrainian/English effectively, including the ability to edit and oversee texts and adapt with accuracy, clarity and style appropriate to differing audiences and forms of media.
- Working alongside TV, Social Media and Multimedia desks, to act as a point of editorial reference for journalists, providing editorial leadership as required.
- To use editorial judgement, creativity and flair to make original and compelling multimedia content.
- To edit quickly under pressure and to sub-edit or rework other people's content.
- To flag up editorial issues and discuss them with Editor and Senior Journalists.
- To work with graphic designers to produce creative and original graphics sequences.
- To liaise closely with colleagues across BBC departments.
- To maintain professional journalistic standards of accuracy, impartiality and fair dealing and adhering to the BBC's Editorial guidelines.
- To offer ideas for daily output and future diary events. To suggest new angles on existing stories and to put forward stories not yet covered. To understand the BBC Ukrainian strategy and to suggest ideas appropriate to its distinctive style and content.
- To ensure that BBC Editorial guidelines and all relevant legal, contractual and copyright requirements are met, referring upwards in cases of difficulty or doubt.
- Proactively identify possible improvements and innovation in working practices and coverage priorities.
- To act up as requested by Editor.
- All journalists may be required to work with or move to other programme teams on a multi- media basis and to have the ability to work across a range of skills and in a flexible manner, and to carry out these responsibilities in accordance with the BBC's overall standards and values.