

Job title	Journalist		
Job family	Journalism	Proposed 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 on line. 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 & 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, the programme departments and the audience
 - Ability to use technology as required, in order to gather material for broadcast.

- Understands how a team works effectively and adopts the most appropriate role
- 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, prioritising, 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 & Safety procedures and how it applies 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.

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	World Service Group - Learning English
Reports to (title)	Team Manager
Location base	London WIA - NBH

Organisation structure	
<p>BBC Learning English is the award-winning, English language teaching arm of BBC World Service. The department creates content for English language learners on radio, TV, online and via social media networks and partner networks.</p> <p>BBC World Service is an international multimedia broadcaster, delivering a wide range of language and regional services on radio, TV, online and social networks. It uses multiple platforms to reach its weekly audience of 320 million globally, including shortwave, AM, FM, digital satellite and cable channels.</p> <p>Job purpose Working in a multimedia English Language Teaching (ELT) team of producers, and reporting to Team Leader. The post holder will originate research, prepare, produce and present English language teaching items, packages, interviews, discussions, complete programmes, and features, for radio, the Internet, social media, video and other media forms. To ensure that any programme material for which the post holder is responsible is strongly audience and learner focused, and meets the standards required by the BBC. Shift work may be required which could include nights, weekends and public holidays.</p>	

Additional job specific responsibilities and accountabilities
<p>MAIN DUTIES</p> <ul style="list-style-type: none"> • To research, report, write, edit, adapt or produce programme and online material; to find contributors, interviewees, language learners and experts as well as other sources of material and/or actuality, as appropriate. To assemble an attractive and compelling offer for target audiences; and to do so whilst maintaining professional standards of educational quality, journalistic accuracy, impartiality and fair dealing and adhering to the BBC's Editorial Guidelines. • To write original material for outlets including radio, online, social media and mobile and video. • To ensure the availability of required production facilities. • To be able to freshen, adapt, amend and update materials as required. To be responsible for thinking through and around editorial and educational problems, developing realistic alternative strategies and approaches. • To perform in front of the microphone with or without a script, live or in recording sessions; either as Programme Producer, or as a participant in others' productions.

- To conduct interviews either in the studio or on location, live or pre-recorded.
- To liaise closely with other team members and with contributors, and with other programme teams across World Service and the BBC. To advise other parts of the BBC on English Language Teaching issues and target audiences.
- To mix audio and video for productions and be responsible as necessary for studio production of live and pre-recorded programmes, and to resolve technical difficulties.
- To ensure that BBC Editorial principles and all relevant legal, contractual and copyright requirements are met, referring upwards in cases of difficulty or doubt.
- To build and maintain links with appropriate BBC departments to enable the efficient production of radio, video and online content.
- To monitor the growth of the Learning English and other associated ELT sites, analysing patterns of use and identifying areas for expansion.
- To offer ideas for items, programmes/series and to actively contribute to the creative and planning process. To suggest new items and angles on existing ELT programmes and materials, and new initiatives. To understand the department's strategy and to suggest ideas appropriate to its distinctive style and content.
- To brief Studio Managers, as necessary, in respect of the transmission or recording of any programmes or part of a programme for which the Producer is responsible.
- After appropriate training, to be able to use a range of audio, video & digital equipment and information technology to research, write, assemble, edit and deliver programmes in the appropriate medium, to the highest professional standards.
- To direct Journalism Co-ordinators in preparation of programme material for which the Producer is responsible. To provide data necessary for the preparation of Programme as Broadcast (Ps as B) and other administrative records. To be prepared both to direct colleagues, and to receive direction from colleagues, in a flexible manner and depending on the requirements of the tasks in hand.
- To be responsible for efficient use of allocated resources, ensuring relevant output is produced to time and within agreed budgets.
- All producers may be required to travel outside the UK on short content gathering and promotional trips and assignments, and to spend longer periods of time in ELT target areas.
- All producers 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. To provide advice or file pieces, etc. on occasions to other BBC outlets.

KNOWLEDGE, SKILLS AND EXPERIENCE

- A DELTA or equivalent ELT qualification
- Native speaker knowledge of the English language including complete comprehension in written and spoken forms, and first class communication skills.
- Substantial and recent experience teaching English as a foreign language in a classroom setting (preferably international).
- Recent experience in teaching English on Social Media in a personal or private capacity and in the production of English as a foreign language multimedia teaching materials for online and

- social media environments. Experience of using radio, online, or other media for educational purposes would be beneficial.
- Good interpersonal skills, and in particular the ability to work collaboratively within a team and to motivate others.
 - Ability to write, adapt and edit with accuracy, clarity and style appropriate to differing audiences, differing levels of English comprehension, and forms of media, suitable for broadcasting or online content.
 - Native or near native speaker knowledge of Thai including complete comprehension in written and spoken forms is desirable
 - A demonstrable interest in online and social media and how to exploit it for the BBC's purposes.
 - Wide and up to date familiarity with one or more ELT target markets and an understanding of their history, politics, media, social issues and culture, as well as the changing needs of the audience.
 - Good keyboard/computer skills and the ability to acquire technical skills and to operate technical equipment. Practical experience and extensive knowledge of the Internet and an understanding of the potential of new technology is essential.
 - A good knowledge of, and interest in, international and British current affairs.
 - A thorough knowledge of the aims, objectives and standards of BBC World Service.
 - An understanding of the BBC's distinctive news agenda and a wider interest in the strategy of the BBC as a whole.
 - Experience of managing resources.
 - Educated to degree level or equivalent.

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	