

Job title	Journalist		
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
<p>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.</p> <p>Scope Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.</p>

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	
Reports to (title)	
Location base	

Organisation structure	
<p>BBC Arabic is the largest language service of the BBC, providing news and current affairs on Radio, TV and Online to Arabic speaking audiences in the Middle East and beyond. The service is a multi-media newsgathering operation for daily, weekly and long-term planning. BBC XTRA is the flagship news magazine pan-Arab program on BBC Arabic Radio. Youthful and modern style, it was launched in 2005 and has an excellent reputation for creativity and hard hitting social affairs stories as well as the latest from the worlds of arts, culture,</p>	

science, technology and more.

This is delivered over 60 mins every weekday in a modern and relaxed presentation style. The BBC XTRA team is hard working and well organized with excellent team spirit, something that the new team-leader will need to maintain.

Additional job specific responsibilities and accountabilities**THE ROLE**

You will primarily focus on presenting the output as a whole or in individual segments as well as producing, reporting, planning and the overall running of the program. You will be expected, to work alone or alongside other Journalists; contribute to the development of the program; collaborate with colleagues in Programmes and across BBC Arabic; and with other parts of the BBC.

DUTIES:

- To present or perform in front of the microphone, with or without a script, conduct interviews and chair discussions, live or pre-recorded.
- To do live 2-ways, reporting from the field or from other studios.
- To prepare packages, interviews and other recorded segments.
- To offer ideas for stories, items, special projects and series and suggest creative treatments
- After appropriate training, to use a range of audio, digital and video equipment and information technology, to research, write, assemble, edit and deliver program materials to the highest professional standards.
- To research, write, translate, edit or adapt items, stories and program material.
- To take a broad perspective on issues news and developments, assessing and explaining them in clear and interesting ways.
- To make complex issues accessible to audiences.
- To occasionally present the program from location, or field report on big events or special projects (OBs).
- To be fully aware of, and to follow at all times, BBC policy and editorial guidelines.
- To collaborate with the home team in London, overseas reporters worldwide, BBC bureau's, in addition to the wider BBC.
- To make the best use of new technologies - in particular developments in social media – in delivering our journalism to audiences, and to set an example in learning to operate new systems and adapting to different working methods.
- Willing to work different shifts to accommodate program's needs.
- Having a wide range of contacts across the Arab world and willingness to share with team is highly desirable.

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:

- A full command of spoken and written modern standard Arabic, as first or equivalent language.
- Very good command of spoken and written English.
- Considerable relevant experience as a program presenter/producer/reporter.
- Excellent independent and balanced editorial judgement.
- Good practical experience in the use of social media and the latest developments in digital journalism.
- The ability to communicate effectively to audience in a modern style adopting the appropriate tone.
- Experience of originating and developing creative program ideas.
- Recent experience in dealing live with breaking or developing news stories.
- Ability to interpret complex stories for a non-specialist audience.
- The ability to work to tight deadlines and under pressure.
- Good organizational skills and the ability to prioritize workload and to work flexibly.
- A team-player with good interpersonal communication skills.

Applicants must send links or recorded audios to show their presentation skills

Approval	
Manager	
HR Business Partner	
Date	