

BBC WORLD SERVICE JOB SPECIFICATION

Job title: Presenter, BBC Arabic
Grade: 8/9
Reports To: News Editor BBC Arabic
Hours: Work pattern predominantly night shifts

ORGANISATION AND CONTEXT

BBC Arabic provides news, current affairs and programmes on Radio, TV and Online to Arabic speaking audiences in the Middle East and across the world, 24 hours per day, seven days per week.

The output is modern in style and outlook and adheres to BBC values of accuracy and impartiality. It has broad appeal, free from commercial, political and religious affiliations or pressures.

Working in a multi-media environment, presenters may specialise in TV news and current affairs programmes and bulletins or long-form documentaries, or may be required to serve a variety of multi-media output according to branding of programmes, skills and operational requirements.

JOB PURPOSE

Presenters may appear on, or host strands or sections of output. Presenters may also work from the field, report or appear as interviewees.

Presenters will be comfortable performing on both screen and in the radio studio, possess a range of journalistic and technical skills, and be familiar with all BBC Arabic outlets and Editorial Guidelines.

. Presenters will cover for each other, show versatility and the ability to work co-operatively in teams to produce programmes.

KEY DUTIES

1. To present or co-present strands and sections of output in TV, Radio or Online, mainly night bulletins.
2. To conduct interviews, live 2-ways.
3. To take a broad perspective on issues, assessing and explaining in clear and interesting ways the impact of policy, developments, news items, issues in a given subject area.
4. Make complex issues accessible to audiences.
5. To occasionally present from location, or field report on big events.
6. To occasionally appear as interviewees as experts in a given area.

7. To contribute to originating and commissioning stories, and generate ideas for stories and features.
8. To meet strategic and specific objectives, set for the individual, the team, and the department, aimed at developing and improving the quality BBC Arabic's journalism, particularly in terms of the understanding and interest communicated to diverse audiences.
9. To collaborate effectively and be deployed flexibly across other BBC outlets, on stories and items, sharing information, serving other platforms.
10. To be aware of and to follow BBC policy and guidelines, particularly those concerning political coverage. (BBC's Editorial guidelines).
11. To operate the technical equipment necessary in fulfilling the role.
12. To work in London, across UK and when required on location around the World.
13. To observe BBC policy on Health and Safety and Security.
14. To observe BBC Diversity policy.

REQUIRED KNOWLEDGE SKILLS AND EXPERIENCE

- An excellent broadcasting voice and on-screen strong presence are essential.
- Mastering written and spoken Arabic (as first or equivalent language) and the ability to communicate effectively in English.
- Authority on screen.
- Extensive experience of daily journalism, preferably on TV. Strong knowledge of the Middle East and international affairs.
- Experience of live broadcasting on television.
- Ability to interpret complex stories for a non-specialist audience.
- Ability to gain a good knowledge of the main production methods and technology used by BBC Arabic.
- The ability to work to tight deadlines, often under pressure.
- Sound editorial judgement and proven knowledge of Arab world affairs and stories.
- Knowledge of the law as it applies to journalism.
- Ability to work within financial constraints.
- Good organisational skills and the ability to prioritise workload and work flexibly.
- A good awareness of the whole range of BBC Arabic outlets.

- Ability to work predominantly night shifts.

Competencies:

Editorial Judgement: Makes the right editorial and policy decisions based upon a clear understanding of the BBC's and BBC Arabic's distinctive news agenda, the requirements of news and current affairs coverage as well as those of the programme departments.

Creative thinking and originality: Translates news and current affairs into high quality programming through a detailed understanding of the requirements of the broadcast media and possession of the necessary writing, directing and reporting skills.

Managing relationships and team working: Able to build and maintain effective working relationships with a range of people. Works cooperatively with others to be part of a team, as opposed to working separately or competitively.

Subject Knowledge: Demonstrates an expanding knowledge of news and current events in general and specific areas of expertise in particular, including language skills. Develops increasingly useful and exclusive sources of information.

Analytical Skills: Simplifies complex problems, processes or projects. Identifies casual relationships and constructs frameworks for problem-solving and/or development.

Decision Making: Is ready and able to take initiative, originate action and be responsible for the consequences of decisions.

Communication

The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.

Influencing Others: Presents sound and well-reasoned arguments to convince others. Draws from a range of strategies to persuade people in a way that results in agreement or behaviour change.

Understanding Diversity: You will understand diversity in its widest sense and appreciate the uniqueness of self and others, and how individual differences can benefit the BBC. You will demonstrate a commitment to improving diversity in the BBC and take a balanced approach to discussing and taking action on diversity issues.

DATE OF ISSUE: August 2017

(A job specification 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.)