

<b>Job title</b>	<b>Journalist, Planning BBC Africa Lagos and Abuja</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Proposed band</b>	<b>Local recruit</b>

### **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**

- Be fluent in English with knowledge of more than one language, broadcast by BBC Africa in West Africa, being a distinct advantage
- 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**

**BBC Africa**

<b>Reports to (title)</b>	<b>Senior Journalist Planning – Lagos and Planning Editor – London</b>
<b>Location base</b>	<b>I role in Lagos (Contuinuing) and I role in Abuja (until 13<sup>th</sup> November 2019)</b>

<b>Organisation structure</b>	
<b>The Planning Journalist- Anglophone West Africa (x2) is based in Lagos and Abuja and works closely with the Planning SBJ in Lagos and the Planning Editor in London.</b>	

<b>Additional job specific responsibilities and accountabilities</b>
<p>*Support the Senior Journalist Planning based in Lagos by</p> <ol style="list-style-type: none"> <li>1. Identifying the best material from Nigerian Languages teams and teams across English-speaking West Africa for the wider BBC</li> <li>2. Doing this by facilitating weekly planning meetings for teams in both Lagos and Abuja respectively</li> <li>3. Helping the Planning SBJ in Lagos with the necessary compliance of news and feature gathering</li> <li>4. Assist with the compilation of the crucial weekly planning docket from English-speaking West Africa and talk through the docket on the weekly commissioning call with London</li> <li>5. Liaising consistently with teams in London in general, and the Africa Planning team in particular</li> </ol> <p>*TV, radio and digital editing experience, often under pressure and to strict timelines and deadlines</p> <p>*Knowledge of political and economic and cultural developments and trends across the West African region</p> <p>*Some field production experience, ideally in – but not restricted to – Africa.</p> <p>*Experience of planning for big news events</p> <p>*Established and trusted contacts in government and media</p> <p>*Budget management experience</p> <p>*Knowledge of more than one language – broadcast by BBC Africa – would be a distinct advantage</p>

<b>Approval</b>
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<b>Manager</b>	Nick Ericsson – BBC Africa Planning Editor
<b>HR Business Partner</b>	Cathy Watson
<b>Date</b>	<b>19/7/19</b>