

Job title	Senior Journalist		
Job family	Journalism	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**
- Responsible for originating and producing stories which may include scripting, editing, outputting, filming and presenting content across a range of BBC output.
 - Commission and select relevant materials ensuring they meet expectations of our audiences and adhere to the BBC’s editorial guidelines.
 - May be required to undertake on-air reporting, may be required to film and edit material for broadcast where appropriate.
 - May include the production and presentation of live or recorded programmes.
 - May be required to present live or recorded content on radio, TV or online.
 - 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 of the highest standard and within the required timeframe using available resources.
 - To act as a facilitator of change, clearly communicating and distributing best practices between teams.
 - 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**
- A high standard of editorial judgment, writing ability and production skills based on substantial broadcast journalism experience.
 - Maximises 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, 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 Significant level of responsibility. Uses initiative but seeks guidance where necessary. No line management responsibility but may mentor more junior staff.</p> <p>Scope A senior journalist covering a wide range of journalism activity, with significant experience and responsibility for programme/content creation.</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.