

Job title	Journalist, Sinhala Service		
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	WS Languages
Reports to (title)	Editor, BBC Sinhala Service
Location base	Delhi

Organisation structure	<p>BBC World Service is an international multimedia broadcaster, part of BBC News, delivering a wide range of language and regional services and working increasingly with other parts of BBC News to serve global audiences. It uses multiple platforms to reach its weekly audience of 320 million globally, including TV, digital platforms including social media, AM, FM, shortwave, digital satellite and cable channels.</p> <p>All Language Services are multiplatform, with a multimedia website with a focus on digital video, text, interactivity for both desktop and mobile platforms, and a daily TV news programme for some services. Sinhala service aims to make international news relevant to Sri Lankan audience, and bring international perspectives to bear on Sri Lankan and global developments.</p>
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Additional job specific responsibilities and accountabilities

- Excellent written and spoken Sinhala
- On a daily basis the roles reports to the Sinhala Service Editor. Shift work will be required which could include early/late shifts, weekends and public holidays.
- This role requires proven experience of all aspects of delivering powerful stories under pressure for Radio, online and social platforms. Candidates will be able to think of engaging and interesting storytelling techniques for Digital and Radio platforms. It also requires first class communication skills.
- The ability to perform on camera for Social media output.
- To liaise closely with the Indian Languages teams in Delhi (Gujarati, Hindi, Marathi, Punjabi, Tamil and Telugu) by sharing stories or story ideas which have a regional interest and to connect Sri Lanka and India with the journalism that we provide
- To be a point of contact and represent BBC News Sinhala where required at meetings, forums, editorial reviews etc conducted in Delhi Bureau
- To liaise closely with other team members in London and join in Editorial and team meetings as required. To also liaise with other departments in the BBC, to ensure that output material is shared, duplication is avoided, and best practice is upheld
- 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 in particular when travelling within country on newsgathering assignments.

Approval

Manager	Sangeeth Kalubowila
HR Business Partner	Ruchika Karakoti
Date	July 2020