

Job title	Correspondent - Network and World Service		
Job family	Journalism	Band	E

Job purpose

Provide specialist coverage and analysis of news topics and events by gathering and reporting the news accurately and impartially across a range of BBC output.
 Use a variety of techniques across all channels and platforms in order to deliver news stories in ways which are credible, engaging and accessible for our audiences. Analyse key developments, often at short notice, live on air.
 Develop and display knowledge of specialist subject areas as appropriate.
 Plan ahead and originate ideas for future content which is appropriate for a UK, or when relevant, global audience.

Key responsibilities and accountabilities

- Meet high journalistic standards and fully observe BBC Editorial Guidelines, seeking advice from Editorial Policy when appropriate.
- Provide specialist coverage and analysis of news topics and events, drawing on specific areas of knowledge or the ability to adapt to a range of subject areas.
- Ensure a high level of fast, accurate, fair and engaging journalism.
- Provide well written and well produced packages, reports and items for bulletins, programmes and services provided by BBC News across all media.
- Deliver live and packaged content from the field and in the studio including breaking news and planned events for all outputs including TV, radio and digital.
- Tell stories in the most appropriate way to deliver our journalism to a variety of UK and, when relevant, global audiences.
- Use social media to inform and enhance BBC UK and international news coverage.
- Provide leadership and specialist understanding on editorial matters for the rest of BBC News, as appropriate, influencing the BBC’s UK and Global News agenda.
- Develop a wide range of contacts and contributors across areas of specialism, where appropriate.
- Keep abreast of and advise editorial and production staff on developments in specialist areas.
- Analyse and place events in context and maintain an overview of complex situations.
- Ensure that BBC’s output reflects the audiences we serve, with a particular attention to diversity.
- At all times carry out duties in accordance with BBC health and safety policy, completing risk assessments.

Knowledge, skills, training and experience

Essential

- A high level of editorial awareness and judgment demonstrated by a strong journalistic record.
- Proven broadcast and written skills with the ability to deliver reports with assurance from

- location or the newsroom/studio.
- Able to present and explain complex information and ideas in an accessible manner, adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
 - An excellent understanding of different programmes and services and their audiences.
 - Able to develop in-depth knowledge of a particular subject and use that knowledge to offer insight and perspective.
 - Able to build and maintain strong working relationships with a range of people, working with others as part of a team and developing effective relationships outside the BBC.
 - Demonstrate a commitment to improving the diversity of the BBC’s coverage, representing all audiences and all points of view.
 - Able to prioritise and plan activities taking into account all relevant factors such as deadlines and resource requirements.
 - The flexibility and adaptability to provide high quality journalism, particularly under pressure to meet deadlines and changing priorities and circumstances.
 - Follow BBC safety requirements and instructions, especially in relation to emergencies; report any accidents, dangerous situations or defects in safety arrangements.

Job impact

Decision making

High level of responsibility and decision making; able to operate alone. No formal management responsibility but may informally direct more junior staff.

Scope

An experienced journalist who has worked at a senior level typically with an area of specialism. Provides in-depth analysis and contextualises events/stories/situations. Output will be focused on a UK and/or global audience.

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)	Singapore Bureau Editor
Location base	Singapore

Organisation structure	
<p>The Asia Business Correspondent reports on business news and current affairs across all of Asia, providing timely, expert and authoritative coverage across BBC News’ Digital, TV and Radio platforms.</p> <p>You will focus on reporting for the BBC's international outlets and will also bring major stories to the attention of UK audiences on the BBC's domestic news outlets.</p> <p>This is a demanding reporting role across all platforms. You will be expected to break major stories from the region and bring fresh perspectives on the global economy, with a particular focus on Asia. As well as news reporting and analysis, you will be expected to be a self-starter and contribute a significant number of original stories with the help of a dedicated producer. You will also be expected to secure interviews with key business figures across a very broad range of sectors around the world, and in so doing enhance the BBC’s global reputation for providing the most trusted, insightful and authoritative journalism.</p> <p>Online coverage will be central to the role - you will be expected to contribute regular analysis and engaging content to the website. Crucially you should also be able to convey swiftly and clearly issues of global complexity to general news audiences around the world and in the UK.</p> <p>We’re looking for an experienced journalist with a proven record in reporting business and the sizeable changes in the global economy. Broadcast experience will be a major advantage. You will have excellent contacts across a wide spectrum of business, detailed knowledge of and insight into business and economic issues in Asia, and demonstrable experience of reporting on and from a diverse range of countries. You will also have a good understanding of the cultural, commercial and political issues in those areas; knowledge of a language in the region can be an advantage.</p> <p>As part of your responsibilities to BBC World News you may be required to host long-form recorded programmes or present live programmes in the studio or on location.</p> <p>Main Duties and Responsibilities</p> <ul style="list-style-type: none"> • To secure and deliver news-making interviews with influential figures in business and economics across a range of areas. • To provide reports and analysis that will convey to global audiences the scale of the changes, challenges and opportunities in the economies of Asia. • To identify and generate newsworthy stories and creative story treatments that create 	

impact

- To develop a wide range of contacts and contributors to ensure the widest range of information as possible.
- To tailor complex material for the relevant audience, and develop innovative approaches for exciting programming.
- To write and produce finely-crafted, imaginative packages and reports for television and radio, and creative and highly engaging digital videos, text stories and items for digital platforms, and where relevant, to tailor that content for UK audiences.
- To ensure business and economics coverage can be understood by a non-specialist, international audience, making complex issues relevant and accessible
- To ensure reports are of the highest quality and meet BBC editorial standards and guidelines and all legal requirements

Additional job specific responsibilities and accountabilities

Requirements

A proven record of delivering exclusive stories and interviews

Demonstrated experience as a journalist in television, radio or online

Broadcast experience on air, specifically live reporting, would be an advantage

Outstanding knowledge of business and economic affairs, particularly in Asia, and excellent news judgement

A demonstrable understanding of the requirements of TV, radio and online/mobile journalism

Ability to work cooperatively within a small team of journalists when under pressure

Flexibility and willingness to work unpredictable hours and to travel at short notice

Experience, Skills and Abilities

Proven experience in reporting on a wide variety of economies and markets, and demonstrable understanding of the cultural and commercial factors at play in those areas.

A good grasp of some of the language in those countries we are seeking to report on can be an advantage

A proven ability to translate complex issues and concepts into understandable and accessible reports across platforms

Demonstrated experience in generating original ideas and identifying stories and trends.

The skill to turn them into compelling content which will engage non-specialist audiences around the globe

Original journalism is a key part of this job. You will need a wide range of contacts and the ability to use them to find stories before they appear on other outlets.

Excellent writing skills and an understanding of the importance of impartiality and journalistic values

Creative thinking to generate treatments which surprise and engage the audience

Proven editorial judgment and flair and the ability to make valid decisions quickly

Ability to build relationships and establish rapport with key people; producers, presenters, crew, guests, sources, PR professionals.

High level of interpersonal and communication skills, especially working in a multi-cultural environment. Strong team-working skills needed - must be able to work collaboratively in an environment where news is constantly changing.

Awareness of the specific skills, in writing, recording, editing, interviewing, reporting and presenting, required for this job; this involves providing radio and television material in a variety of forms, on tape or film or in script form, as well as working live to air.

Knowledge of different BBC programmes and platforms and their requirements

An understanding of social media, how it can be used to enhance news coverage and a strong understanding of how mobile news content is transforming storytelling

Awareness of the BBC's Editorial Guidelines and how they fit into the wider BBC News ambitions, especially for international-facing output. Knowledge of the law as it affects broadcasting & online journalism

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	

