

<b>Job title</b>	<b>APPENDIX Researcher, Live (Presentation)</b>		
<b>Job family</b>	<b>Content Production</b>	<b>Band</b>	<b>A</b>

### Job purpose

The 'Live' area of Discovery produces topical and relevant content for CBBC and CBeebies television channels and its other platforms.

Presentation provides hosted links for the CBeebies and CBBC Channel using a mix of presenters to bring our output to life for children up to the age of twelve.

Reporting to the Presentation Producers this role is ideal for someone who has some research experience but is keen to expand their skills and knowledge of television production while developing their script writing abilities.

The successful candidate must be able to confidently work with children of all ages.

### Key responsibilities and accountabilities

- To work directly to the Producer and daily studio APs to prepare for studio pre-recording, live and possibly some location filming.
- During the week in office, they work with the Producers & APs to devise ideas for the studio links and work out how to make them happen.
- To help to find out facts, order and clearing music & stills, as well as having the opportunity to write some links with a view to scriptwriting development.
- Put programme billings into script format for the APs.
- Responsible for booking guests, bedtime story readers, animals, completing relevant paperwork and liaising with the Stage Managers to make sure that they have the props lists and have everything needed for the studio week.
- Source suitable locations for other filming including bedtime stories and clearing books for use on air through the publishers.
- Ensure that any content or images used within Presentation are cleared for use and that any queries about this are referred upwards.

### Knowledge, skills, training and experience

- Demonstrates wide knowledge of research/information sources
- Ability to evaluate ideas and spot a good story
- Ability to write appropriate scripts from research information
- Ability to assess suitability of contributors, locations and programme material to ensure programme requirements are met
- Ability to write briefs/material for broadcast
- Ability to conduct interviews and film on DV effectively
- Demonstrates a good knowledge of the Producer Guidelines and the Health & Safety Guidelines
- Demonstrates a good knowledge of the audience and what appeals to it
- Need to be aware of CBBC/CBeebies editorial style and the constraints governing suitability of content.
- Demonstrable awareness of copyright issues.

<b>Job title</b>	<b>GENERIC JOB DESCRIPTION - Researcher</b>		
<b>Job family</b>	<b>Content Production</b>	<b>Grade</b>	<b>B</b>

<b>Job purpose</b>
As part of a highly creative production team you will identify, research and develop ideas and content, often to tight deadlines. You will contribute to the delivery of content and provide support across all output as required.

<b>Key responsibilities and accountabilities</b>
<ul style="list-style-type: none"> <li>• To assist in the planning, production and maintenance of content on a variety of platforms</li> <li>• To research accurately when producing original content in keeping with editorial brief, using a wide range of sources and reference material in-keeping with audience needs and expectations &amp; adhering to known BBC policies &amp; guidelines</li> <li>• To set up and maintain information systems for optimal output.</li> <li>• Suggest, develop and research appropriate ideas and present these to the producer/line manager for feedback and review.</li> <li>• Sourcing and clearing material for broadcasting and publishing.</li> <li>• To liaise with contributors, experts and talent, where required.</li> <li>• Support the senior members of the production team in a wide variety of tasks, including technical/digital by the needs of the production as required.</li> <li>• May be required to manage the workload of the runner and work experience team members, or equivalent.</li> <li>• To assist in ensuring that output complies with the BBC Health and Safety policy</li> </ul>

<b>Knowledge, skills, training and experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• An awareness of BBC editorial guidelines and other compliance policies, or has the desire to glean this knowledge quickly.</li> <li>• Understanding of the importance of the BBC's values in accuracy and impartiality.</li> <li>• Passion for broadcasting and the media industry</li> <li>• Practical experience of television, radio or online production, or experience in an equivalent medium.</li> <li>• Ability to use IT proficiently, including a range of software packages.</li> <li>• A demonstrable aptitude for detail and accuracy in all areas.</li> <li>• Excellent interpersonal verbal and written skills and the ability to communicate effectively and appropriately with a wide variety of internal and external colleagues and contributors.</li> <li>• The ability and/or experience of gathering and presenting information.</li> <li>• Demonstrable time management and organisational skills and the initiative to work both independently and as part of a team.</li> </ul>

- Resilience and stamina to sustain performance when under pressure from a high volume of work and conflicting priorities.
- Ability to use own initiative with confidence, using judgement to escalate where necessary.
- Proven ability to work with new and emerging technologies to deliver content to audiences in the most effective ways.
- The ability to generate and develop achievable creative ideas for content & programming output and to pitch ideas with the necessary supporting documentation.
- An understanding of basic team management skills
- An up to date knowledge of the BBC's diverse audiences and their needs and expectations and use this to shape creative and engagement output.
- The ability to problem solve and suggest effective solutions.
- Awareness of financial responsibility and budgets.

<b>Job impact</b>
<p><i>Decision making</i></p> <p>Receives an appropriate level of editorial guidance and direction.</p> <p><i>Scope</i></p> <p>Duties are dependent on area of responsibility.</p>

<b>Manager</b>	Ian France
<b>HR Business Partner</b>	Fiona Smithson
<b>Date</b>	September 2018
<b>Other information</b>	
<b>For Reward team use only</b>	
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.*