

Job title	Assistant Editor		
Job family	Journalism	Band	E

Job purpose
Responsible for assisting an Editor(s) with day to day editorial responsibilities and managing a large team of journalists.

Key responsibilities and accountabilities
<ul style="list-style-type: none"> • Develop and maintain high professional standards of journalism, ensuring delivery of high quality news programmes. • Establish the content and running order of the programme and lead others on the production of items through to transmission, including assigning, briefing and establishing priorities for operational and editorial teams. • Continue the development of the programme across social media and digital platforms, exploring the potential for expanding. • Responsible for building team spirit within permanent or temporary teams; ensuring the best use of individual skills. Encouraging team members to think about potential improvements. • Sets team and individual objectives, as well as clear expectations about required performance levels, rewards success and addresses performance issues promptly and fairly, treats team members with respect. • Seek ways to increase diversity in our workforce and to ensure that our output reflects the audiences we serve. • Assist in the development, commissioning and management of relevant business plans and manage individual programme budgets, ensuring value for money in use of 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. • Responsible for ensuring safe working practices and the observance of BBC's health and safety regulations, including completing hazard assessments.

Knowledge, skills, training and experience
<p>Essential</p> <ul style="list-style-type: none"> • Either a professional journalist or a senior operational professional with extensive editorial experience of broadcast news and the ability to develop and implement new and innovative approaches to programme structure and content. • Proven editorial judgement, able to make sound decisions promptly. • A detailed understanding of current techniques and technology for newsgathering and production. An ability to use new technologies to create opportunities to enhance output and improve working practices. • Ability to work effectively as a member of more than one team, resolving conflicts as necessary. • Can identify a concept along with the plans which need to be implemented to meet the end goal. Evaluates situations, decisions, issues etc. in the short, medium and longer-term. • Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC. • Able to prioritise and plan activities taking into account all the relevant issues and factors such as deadlines, staffing, programme budgets and resource requirements. • 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

Decision making
High level of responsibility and decision making; able to operate alone.

Scope
Assists an Editor in managing a programme, region or specialism which typically includes informal managerial responsibilities – may not have formal management responsibility.
If formally managing staff, is typically responsible for team size up to 40 people.

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 (Job Advert)

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	News
Reports to (title)	Editor, World Online
Location base	Singapore

The BBC News website is one of the world’s largest and most popular news sites, with mobile and desktop editions for different geographic audiences, and UK-facing and International-facing apps. Website teams work closely with other BBC platforms and services to showcase the best journalism from across the BBC.

Main Responsibilities

- The assistant editor will take editorial responsibility to develop the Asian edition of the BBC News website, including multimedia news and current affairs, background, analysis and features.
- The successful candidate will take a strategic view of the developments of the BBC's online offering in the region, work with senior stakeholders from across the BBC to shape the editorial approaches in the website's coverage, adapt output as needed to new platforms and changing audience needs and commercial priorities.
- The website's Asia assistant editor will oversee the Asian news edition, the Asia index, the Australia index, and sub-indices for China and India, and Japanese-language services.
- The role requires the assistant editor to be hands-on and to work closely with online and other BBC teams in London and Singapore in a matrixed to set up the edition's planning and will be in charge of the commissioning budget.
- The Assistant Editor will lead a team of experience journalists in Singapore, India, Australia and Tokyo operating with a high degree of autonomy and decision making.
- The role will report into the website’s World Online Editor in London.

The Ideal Candidate

You will have a proven track record at a senior level in News with substantial experience in digital news journalism and a sound editorial judgment.

In addition, you will have:

- Demonstrated ability to understand the audience need in Asia and translate BBC’s business strategy to meet the audience need through website-
- Proven editorial judgement, ability to generate original journalism and taking quick editorial decisions independently.
- Strong interest and thorough knowledge of the international news agenda.
- Experience of managing a culturally diverse team in multiple locations, ability to motivate and develop staff and coach team members to meet new editorial challenges
- Experience of managing budgets and deliver projects on time within budget.
- Experience in managing change and leading by example
- Substantial experience of the website’s Content Production System or similar CMS
- Ability to work unsupervised and to tight deadlines