

<b>Job title</b>	<b>Senior Journalist</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Band</b>	<b>D</b>

**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**

**Decision making**

Significant level of responsibility. Uses initiative but seeks guidance where necessary. No line management responsibility but may mentor more junior staff.

**Scope**

A senior journalist covering a wide range of journalism activity, with significant experience and responsibility for programme/content creation.

**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.*

**See Appendix on page 3**

## APPENDIX - Job Description

**Job Title:** Senior Broadcast Journalist

**Department:** Economics and Business Centre, BBC Newsgathering

**Base:** Singapore

**Grade:** Local Hire

**Contract:** Continuing

**Reports to:** Singapore Bureau Editor

### About Us

The Economics and Business Centre is part of BBC Newsgathering – which provides news reports for television, radio and online/mobile platforms both in the UK and internationally. The Economics and Business Centre provides video, audio and online content of the highest possible editorial and technical standard.

The Singapore bureau is the Asia hub for business news, covering business and economic stories across digital and broadcast platform in the UK and internationally. The bureau produces the Asia morning primetime business program, Asia Business Report on BBC World News.

### Job Purpose

To plan and output (line-produce) BBC World News' Asia morning primetime business news program, Asia Business Report.

To creatively plan content, graphics and guests to create an authoritative and engaging program across a wide range of topics involving business, economics, technology and politics.

To effectively deploy strong editorial judgement in setting the day's business agenda for an Asian audience.

### Main Responsibilities

Work closely with the Senior Producer and Singapore Bureau Editor in producing a program that sets the business agenda for Asia.

Produce a business program from beginning to end, from planning to putting together the running order to outputting in the gallery.

Research and write stories, commission graphics and source video elements to ensure a compelling broadcast.

Identify and plan coverage of upcoming stories, offering creative suggestions to enhance the output.

Develop original stories and treatments that will engage our audiences in Asia and around the world.

Suggest interviewees and ideas, book guests and organize logistics (line bookings, meet & greets, studios, etc).

Work effectively with a small team. Collaborate with the Asia Business Correspondent and business online team in planning and executing business coverage.

Field produce business stories, including story packages, interviews and live reports.

There may be opportunities for reporting on air as well as online.

## Requirements

A self-starter who takes ownership and responsibility.

Experienced in live television production. A thorough understanding of the television production process.

Knowledge of business and economic affairs, particularly in Asia Pacific, and excellent news judgement.

Proven ability to work successfully and in a collaborative manner with a small and diverse team.

Ability to work under pressure in a calm and professional manner.

## Experience, Skills and Abilities

Strong knowledge of business and economics.

An understanding of the global business agenda as well as news in the Asian region. Fluency in a regional language is a strong advantage.

Significant experience in television production, preferably in live broadcasting. Ability to plan and output, including select stories and deciding on treatment based on strong editorial judgement.

Confident outputter (line-producer) who is flexible and quick-thinking in the gallery.

Good knowledge of television production processes. An understanding of the main production methods of BBC News.

Strong skills in writing television copy as well as in preparing briefing notes for presenters and producers.

A keen ability to make sound editorial decisions quickly and independently.

Creative storyteller who is full of ideas on stories, treatments and production elements to create an engaging program.

Ability to work well under tight deadlines and in a high-pressure live television environment.

Familiarity with using social media and other digital tools to source ideas, guests, etc.

Experience in liaising with correspondents, producers and freelancers who contribute to the program.

Demonstrated experience in fact-checking and conducting background research on stories.

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.

Experience producing videos for digital platforms is a plus.

Additional experience in on-air reporting will be considered.

Thorough understanding of the BBC Editorial Guidelines and commitment to the editorial aims of BBC News

### Competencies

**Imagination / Creative Thinking** Translates news and current affairs into high quality programming through a detailed understanding of the requirements of the broadcast media and possession of the necessary writing, directing and reporting skills.

**Planning and Organising** Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.

**Resilience** Can maintain personal effectiveness by managing emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.

**Influencing and Persuading** Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

**Managing Relationships and Team working** Able to build and maintain effective working relationships with a range of people. Works cooperatively with others to be part of a team, as opposed to working separately or competitively.

**Editorial Judgement** Makes the right editorial and policy decisions based upon a clear understanding of the BBC's distinctive news agenda, the requirements of news and current affairs coverage as well as those of the programme departments.