

<b>Job title</b>	<b>Journalist</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Proposed band</b>	<b>C</b>

### **Job purpose**

Responsible for an area of output, including reporting, filming, video production, selection and compilation of material, reversion and promote video content for all current digital broadcasting platforms.

### **Key responsibilities and accountabilities**

- Research, storyboard, film, edit and process video for various digital platforms.
- Work with other members of the local team, and the wider newsrooms, to identify and process creative and innovative video news content.
- Commission and select relevant materials ensuring they meet expectations of our audiences and adhere to the BBC's editorial.
- To show visual creativity in the use of pictures and graphics to illustrate and explain fast-moving events and complex stories
- Understand the video requirements of different social platforms.
- Proactively contribute to the planning process.
- May be required to undertake On-Air reporting.
- May include the production and presentation of programmes. This might be live or recorded.
- May be required to present the content on radio, TV or on line. This might be live or recorded.
- Seek ways to increase diversity in our workforce and to ensure that our output reflects the audiences we serve.
- Deliver journalism and editorial guidance of the highest standard and within the required timeframe using available resources.
- Delivering to tight deadlines while maintaining the highest editorial standards.
- Be ready and agree for shift work as requested. This can include nights, weekends and public holidays. Occasional travel for trainings may be required.
- At all times to carry out duties in accordance with the BBC Health and Safety policy.

### **Knowledge, skills, training and experience**

#### **Essential**

- A thorough understanding of production methods used in BBC news and the ability to adapt to new media.
- A high standard of editorial judgment, writing ability and production skills based on substantial broadcast journalism experience.
- Exploits 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 and edit 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 & Safety procedures and how it applies to broadcasting.

### Job impact

#### **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.

#### **Scope**

Responsibility for the service's multimedia output offer when she/he is on duty, and is charged with ensuring the coherence of the output.

### 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.*

<b>Division</b>	<b>BBC Ukrainian Service</b>
<b>Reports to (title)</b>	<b>BBC Ukrainian Editor</b>
<b>Location base</b>	<b>Kyiv</b>

<b>Organisation structure</b>	<b>BBC Ukrainian</b>
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### **Additional job specific responsibilities and accountabilities**

- Candidates must demonstrate fluency in written and spoken Ukrainian/English and the ability to communicate in Ukrainian/English effectively, including the ability to edit and oversee texts and adapt with accuracy, clarity and style appropriate to differing audiences and forms of media.
- Working alongside TV, Social Media and Multimedia desks, to act as a point of editorial reference for producers and correspondents, providing editorial leadership as required.
- To use editorial judgement, creativity and flair to make original and compelling multimedia content.
- To edit quickly under pressure and to sub-edit or rework other people's content.
- To flag up editorial issues and discuss them with Editor and Senior Producers.
- To work with graphic designers to produce creative and original graphics sequences.
- To liaise closely with colleagues across BBC departments.
- To maintain professional journalistic standards of accuracy, impartiality and fair dealing and adhering to the BBC's Editorial guidelines.
- To offer ideas for daily output and future diary events. To suggest new angles on existing stories and to put forward stories not yet covered. To understand the BBC Ukrainian strategy and to suggest ideas appropriate to its distinctive style and content.
- To ensure that BBC Editorial guidelines and all relevant legal, contractual and copyright requirements are met, referring upwards in cases of difficulty or doubt.
- Proactively identify possible improvements and innovation in working practices and coverage priorities.
- To act up as requested by Editor.
- All producers may be required to work with or move to other programme teams on a multi- media basis and to have the ability to work across a range of skills and in a flexible manner, and to carry out these responsibilities in accordance with the BBC's overall standards and values.