

Job title	Journalist		
Job family	Journalism	Band	C

Job purpose

Originate and produce, as part of a team, a wide variety of news and current affairs content for relevant output.

- Key responsibilities and accountabilities**
- Use a range of video, audio and digital equipment and information technology to research, write, assemble, edit and deliver outputs in the appropriate medium, to the highest professional standards.
 - May be required to present the content on radio, TV or online. This might be live or recorded.
 - May include the production and presentation of programmes. This might be live or recorded.
 - Exercise editorial judgment in developing story ideas and producing accurate and impartial journalism.
 - To undertake pre- and post-production and studio work, live and pre-recorded. Use a range of video, audio and digital equipment and information technology to research, write, assemble, edit and deliver programmes in the appropriate medium, to the highest professional standards.
 - To liaise closely with other team members and with other departments in the BBC, to ensure that output material is shared, duplication is avoided, and best practice is upheld.
 - Take a lead within a team setting or on delivering a specific piece of journalism or project as appropriate.
 - To tailor different news treatments for different audiences ensuring that the output reflects the audiences we serve.
 - To prioritise and plan activities taking into account all the relevant issues and factors such as deadlines, staffing and resources available.
 - To produce engaging packages through a range of production skills.
 - 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**
- Significant recent experience as a journalist, with a good knowledge of production techniques.
 - Demonstrates sound editorial and policy decisions based upon a clear understanding of the BBC’s distinctive news agenda, the requirements of news and current affairs coverage and the audience.
 - Ability to use technology as required, in order to gather material for broadcast.
 - Understands how a team works effectively.
 - Able to build and maintain effective working relationships with a range of people.
 - Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC.
 - Effective planning and organising skills, ability to concentrate on several areas of work at one time, delivering consistently to deadlines and reacting positively to changes and conflicting priorities.
 - 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
<p>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.</p> <p>Scope Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.</p>

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.