

<b>Job title</b>	<b>Senior Journalist, BBC Arabic Xtra TV</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Band</b>	<b>Local Recruit</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 and reporting to Programme Editor.

**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
- 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 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.
- 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 sharing best practices are shared 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 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, 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 & Safety procedures and how it applies to broadcasting.

**Job impact**

**Decision making**  
 Significant level of responsibility. Exercises autonomy but seeks guidance where necessary. No formal management responsibility but may informally manage 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**

<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.*

**Appendix**

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.

<b>Division</b>	<b>News &amp; Current Affairs</b>
<b>Reports to (title)</b>	<b>Programme Editor</b>
<b>Location base</b>	<b>Beirut, Lebanon</b>

<b>Organisation structure</b>	
<p>The Senior Journalist will work to the Series Producer of the show working with a team of Journalists in shaping content for BBC Arabic both digitally, and on TV. The successful candidate will work as part of the editorial team responsible for carrying out the main editorial, managerial and administrative tasks, to ensure the output conforms to BBC Editorial Guidelines. To oversee the production work ensuring output conforms to BBC Editorial Guidelines, is lively and interesting and of relevance to the target area. They will work to the Arabic Programme Editor and together act as a point of editorial reference, providing editorial leadership as required. Senior Journalists will be part of programmes operation and have excellent written and spoken Arabic and English S/he will be expected to work flexibly as required.</p>	

<b>Additional job specific responsibilities and accountabilities</b>
<ul style="list-style-type: none"> <li>• To produce complex lead stories and oversee the work of others.</li> <li>• To research, write, translate, edit or adapt items, stories or programme material.</li> <li>• To find contributors and interviewees as well as other sources of material and/or actuality, as appropriate and to the required specification.</li> <li>• Take a lead around editorial problems, developing realistic alternative strategies and approaches for oneself and others.</li> <li>• To offer ideas for stories and items for the programme.</li> <li>• Interacting with Social Media/Trending stories and understanding the continuous growth of this area and its effects on our news agenda.</li> <li>• To undertake pre and post production and studio work, live and pre-recorded.</li> <li>• To produce programmes in the studio and being flexible to topic changes.</li> <li>• To examine ideas and packages, editorially and technically.</li> <li>• To oversee strategic planning and research.</li> <li>• To ensure Presenters, producers and other production staff are fully briefed on programme material.</li> <li>• To be involved in the training and development of less senior members of staff, including giving effective guidance and feedback.</li> <li>• To make best use of new technologies in delivering our journalism to audiences, and to set an example in learning to operate new systems and adapting to different</li> </ul>

working methods.

- To deputise for the Assistant Editors in their absence as required.

**Additional Key Skills, Knowledge & Experience**

- Knowledge of youth problems and hopes in the region
- Extensive experience of live radio journalism
- Clear understanding of radio digital & interactive journalism.
- Strong interest and knowledge of regional and international news
- Proven ability to lead and motivate teams of journalists and other staff
- Proven experience of making difficult editorial decisions under pressure
- Fluent spoken and written Arabic and English

<b>Approval</b>	
<b>Manager</b>	Nada Abdelsamad
<b>HR Business Partner</b>	<b>Jill Wookey</b>
<b>Date</b>	