

Job title	Video Journalist		
Job family	Journalism	Proposed Band	C

Job purpose
The purpose of the role is primarily to initiate, gather and produce material for news, current affairs and general programming. Routinely self-shooting and editing complete packages for use across multiple platforms (TV, Radio and Digital/Online/Social Media)

Key responsibilities and accountabilities
<p>The main focus of the Video Journalist role is to routinely self-shoot and edit complete news packages, or equivalent. However, the Video Journalist will also be expected to undertake any of the key responsibilities included below:</p> <ul style="list-style-type: none"> • Use a range of video, audio and digital equipment and information technology to research, write, shoot, assemble, edit and deliver outputs in the appropriate medium, to the highest professional standards – recognising the distinct requirements of different types of output • Routinely self-shoots and edits complete packages. • Routinely fulfills duties unsupervised. • 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 & 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. • Willing and adept at passing on skills through training and mentoring. • At all times to carry out duties in accordance with the BBC Health and Safety policy

Knowledge, skills, training and experience

Essential

- Ability to gather and prepare audio and video material for use on any service, recognising the distinct requirements of different types of output, **self-shooting and editing routinely as the main focus of the role**
- Significant recent experience as a journalist, with a good knowledge of production techniques – especially self-shooting and editing
- 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, the programme departments and the audience
- Strong track record of originating and developing stories for news programmes.
- Ability to use technology as required, in order to gather material for broadcast.
- Understands how a team works effectively and adopts the most appropriate role
- 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, prioritising, 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 & 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

Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.

Other information

For Reward team use only

Job Code	
Definition:	Support

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.

Division	BBC World Service Languages / Russian Service
Reports to (title)	Senior Broadcast Journalist (Planning)
Location base	London

Organisation structure	<p>BBC World Service is an international multimedia broadcaster, part of BBC News, delivering a wide range of language and regional services and working increasingly with other parts of BBC News to serve global audiences.</p> <p>As part of an historic and exciting expansion of the BBC World Service, BBC Russian is boosting its TV and digital offer to provide more mobile, and TV/video content and to further expand its social-media presence.</p> <p>The expanded team will be based predominantly in the BBC’s Moscow bureau as well as in the BBC’s headquarters in London, working closely and collaboratively (including with colleagues in BBC News) to deliver the best service for BBC audiences. We are also looking for reporting teams to work in locations across the FSU, Russia, and other locations.</p> <p>BBC Russian aims to deliver international news relevant to Russian-speaking audience and to put the events in Russia and the wider region in a global perspective.</p>
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Additional job specific responsibilities and accountabilities
<p>JOB PURPOSE</p> <p>Video Journalist (Russian Service, London) is expected to organise, gather, process and deliver multimedia output, primarily digital and/or video-driven in nature, responding promptly to news and other relevant requirements.</p> <p>He or she will be generating and developing story ideas, especially for an international and a Russian-speaking audience and, where appropriate, ensure that stories produced in the UK and other countries are shared across the BBC, including in English and other languages.</p> <p>The role is essential to ensure BBC Russian Service's newsgathering operations in UK and neighboring countries are organised in efficient manner and up to the highest editorial standards and according to the guidelines of the BBC.</p> <p>Video Journalist (Newsgathering, London) will have a thorough understanding of the BBC’s distinctive news agenda, and of the background and context of events in UK and neighboring countries.</p> <p>The post holder will be able to work effectively both as part of the crew and individually, from the base in London as well as on duty trips.</p>

The post holder will need to be aware of, and interested in, developments in the sphere of digital media. They will be expected to pioneer new digital storytelling techniques and formats, as well as new ways of gathering, and processing, material from the field.

He or she will understand, and apply, the BBC's health and safety, legal and editorial guidelines, ensuring that stories produced locally are delivered in a compliant and timely manner, and that productions remain on budget.

MAIN DUTIES

- To produce stories for the website and social media, filming and editing your own material
- To ensure content is accurate and informative, while striving for creative and imaginative output.
- To originate story ideas for broadcast, digital and multimedia output from UK and the neighboring countries in a range of platforms organise and conduct interviews for broadcast.
- To suggest and research stories or story elements from UK and neighboring countries; to suggest and develop special projects in Russian and English.
- To work closely with colleagues from online, TV and Digital video teams, making sure there is effective communication in regard of developing stories.
- To ensure that material produced is shared with other BBC outlets, including English-language programmes and/or other language services.
- To work closely and cooperate with BBC News and other English-language programmes as required.
- To suggest new digital formats and techniques.
- To gather and produce materials for various platforms and in different formats (suitable for online, digital video, TV, social media or as will be required), independently or as part of a team.
- To be able to file in a range of formats, including online articles, TV and digital video packages and other video materials (with appropriate training), lives, 2-ways and radio dispatches if needed.
- To be able to manage time and handle multiple tasks efficiently, adjusting work priorities as developments dictate.
- To perform during live broadcasts with or without a script, conduct interviews, chair discussions and act as a participant in other productions, whether live, pre-recorded, in studio or on location.
- To go on duty trips to gather information for output in Russian and English, either with a correspondent and/or a shoot/edit, or individually, as required.
- To work with correspondents on duty trips and on base, ensuring that they are appropriately supported, both editorially and logistically.
- To stay abreast of latest developments in digital storytelling. To encourage correspondents and editors to think beyond traditional formats.
- To contribute to the editorial planning process.
- To find contributors and interviewees as well as other sources of material and/or actuality, as appropriate and to the required specification, whilst maintaining professional journalistic standards of accuracy, impartiality and fair dealing and adhering to the BBC's Editorial guidelines.
- To be responsible for deployment and programme budgets.
- To organise effective coverage while in the field or on location on the basis of editorial priorities and programme requirements.
- To observe and carry out any requirement outlined in the BBC News safety policy and, where necessary, to execute documentation required for risk assessment procedures.

- To obtain and confirm incoming information as requested by the line manager, including by active use of Social Media for newsgathering purposes.
- On his/her own or upon editor task to search news pegs for texts (materials), to verify and clarify information, to prepare (also in written form) background material.
- To prepare in good time information necessary to accredit personnel, research contact numbers and seek appropriate guests for interviews and programmes as required.
- To update the existing and establish new contacts and sources of information.
- On some occasions to be the public voice and face of the BBC in dealing with official structures, the public at large, programme guests and various areas of the BBC. As such, the Video Journalist (London) will be expected to behave at all times in a manner appropriate to this responsibility.

SKILLS, KNOWLEDGE AND EXPERIENCE

- Russian at the native speaker level / English (professional working proficiency).
- Experience of work in a similar position in a news environment.
- An excellent general knowledge of the regional and international current affairs.
- An in-depth understanding of history, politics, social issues and culture of the United Kingdom and European Union countries as well as the changing needs of the audience in the target area (primarily in Russia and FSU).
- Thorough knowledge of current affairs and the broadcast environment in the target area, including familiarity with official structures and procedures pertinent to that environment.
- To have basic skills of shooting photo and video, and of gathering journalistic material through other technical means.
- A thorough understanding of the latest developments in digital storytelling.
- Knowledge of video editing principles and experience with Final Cut or Adobe Premier or other video editing software. Proficiency in IT skills, including Microsoft Office programmes. Practical experience and extensive knowledge of the Internet and an understanding of the potential of new technology is essential. Eagerness to master and use new technologies.
- Broad understanding of current technical issues involved in production of video content and a demonstrable interest in new media technologies.
- Familiarity with special equipment including the ability to operate recording, studio, photo and video equipment.
- Desire and ability to learn and acquire new skills in digital journalism production.
- A sound understanding of the needs, platforms and styles of the BBC.
- Ability to work unsupervised, managing changing priorities in a fast-moving environment, responding promptly and reliably to the requests of your colleagues.
- Strong interpersonal skills, with the ability to communicate proficiently both in written and verbal form with people at all levels.
- A good broadcasting voice and the ability to acquire the appropriate presentation style.
- Ability to work as part of a team, under pressure and to deadlines.
- Ability to manage resources and/or budgets.

- Knowledge of BBC health and safety guidance for newsgathering as well as safety laws and guidelines relevant to for television, online and radio production.
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