

Job title	Senior Journalist		
Job family	Journalism	Band	D

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.

Appendix

Job title	Senior Journalist Pidgin		
Job family	Journalism	Band	D

Job purpose

The BBC World Service is recruiting for an experienced Senior Broadcast Journalist to work across the Pidgin Service digital output – specifically the website and social media platforms.

You will take full editorial responsibility for the timely delivery of daily output. Reporting to the Editor, your main responsibilities will include: leading on the production, creative and timely distribution of all digital content, videos, and innovative editorial projects to serve our Pidgin audiences. The SJ will also bear in mind the need to adhere to the BBC's editorial guidelines and objectives.

In addition, you will be responsible for coming up with creative and innovative ways of developing, pitching and telling stories through text and video.

You must have work authorisation for Nigeria.

Key responsibilities and accountabilities

Required Skills and Experience

- Fluency and up to date knowledge of Pidgin and the ability to type quickly and accurately.
- Fluency in English, written and spoken English and the ability to communicate effectively.
- A demonstrable track record of growing social media platforms and engaging with audiences.
- A deep understanding of Search Engine Optimization.
- Familiarity with digital news production on websites and social media platforms.
- A willingness to learn to operate new technology systems and to be able to adapt to different working methods.
- Ability to mentor, lead and inspire journalists to bring out the best in them.
- Decent experience with presentation of live and recorded programs.
- A willingness to understand and adopt BBC Editorial Guidelines (especially as regards conflict of interest) and to abide by BBC Values.

Knowledge, skills, training and experience

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- Editorial Judgement - demonstrates balanced and objective judgement based on a thorough understanding of BBC editorial guidelines, target audience, programme and department objectives. Makes the right editorial decisions, taking account of conflicting views.
- Ability to meet deadlines and targets – must show willingness to meet deadline even within short notice while understanding that targets will be set and assessed on a monthly basis.
- Creative Thinking - able to transform creative ideas into practical reality. Evidence of innovation and the ability to devise creative solutions by developing novel ideas or adapting existing ones in new ways.
- Planning and organisation - 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.
- Communication - able to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information. As well as the ability to motivate and deal sensitively with teammates.

- Influencing and persuading - able to present sound and well-reasoned arguments to convince others. Ability to draw from a range of strategies to persuade people in a way that result in agreement or behaviour change.
- Managing relationships and team working - able to build and maintain effective working relationships with a range of people. Works co-operatively with other teams in developing tools, features and ideas.
- Developing Others - able to recognise potential (managerial, professional, artistic or otherwise) and is willing to foster the development of that potential. Creates a climate in which potential can be realised.
- Resilience - manages personal effectiveness by managing emotions in the face of pressure, setbacks or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy.
- Flexibility - adapts and works effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and be willing to experiment.

Job impact
<p>Decision making Significant level of responsibility. Exercises autonomy but seeks guidance where necessary. No formal management responsibility but may informally manage more Junior staff.</p> <p>Scope A senior journalist covering a wide range of journalism activity, with significant experience and responsibility for programme/content creation.</p>

Other information	
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Job Code	
Definition:	Content

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