

<b>Job title</b>	<b>Senior Journalist, Planning Urdu</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Band</b>	<b>D</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. Please see the Appendix for further details.

**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**

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>WS Languages</b>
<b>Reports to (title)</b>	<b>News Editor, BBC News Urdu</b>
<b>Location base</b>	<b>Delhi, India</b>

<b>Organisation structure</b>	<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. It uses multiple platforms to reach its weekly audience of 468 million globally, including TV, digital platforms, radio, digital satellite and cable channels.</p> <p>BBC News Urdu is part of the 16 services of the Asia Region and is spread across Pakistan, India and the UK. The multimedia service has a thriving online and social media presence.</p>
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	<p>It is a well-known and highly respected news service in Pakistan, providing up-to-date news and current affairs in Urdu and covering both domestic and international news stories. It is multiplatform, with a multimedia website with a focus on digital video, text, interactivity for both desktop and mobile platforms. The service aims to make international news relevant to Urdu audience, and bring international perspectives to bear on Pakistan and global developments. Our service brings quality, impartial, original journalism with news and current affairs to Urdu audiences.</p>
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**Role Responsibility**

The successful candidate will be responsible for supporting the Urdu service newsgathering team in India in the planning and production of content and liaising with the Indian Languages planning team to ensure collaboration and sharing of content.

**Additional job specific responsibilities and accountabilities**

- Support planning efforts to commission and integrate BBC News Urdu output across platforms
- Discover original stories and come up with original treatments and ways of delivering a diverse range of voices - Assign or commission stories, briefing reporters/producers/VJs and steering treatments, with an emphasis on multiplatform output and value for money
- Maintain a high level of journalistic, linguistic and production standards in the output, giving proper editorial consideration to output material and taking decisions on suitability, quality and emergency changes
- Ensure material is fact-checked, legally clear and compliant with BBC editorial policy, including flagging up issues and discussing them with service editor or other member of editorial hierarchy
- Supervise, support and motivate a team of journalists to produce lively, interesting and high-quality content relevant to audiences
- Contribute to, and chair as needed, the editorial meetings, shaping the day’s output and responding to breaking and developing stories
- To occasionally do some field reporting/producing as required for BBC Urdu.
- Work with High Risk teams and India Planners to ensure the safety of reporters and all deployed teams
- Support digital growth through effective application of analytics and best practices
- Liaise proactively and collaborate effectively with colleagues in Indian languages and across the BBC to enable the efficient production and sharing of content
- This role requires Urdu as first or equivalent language and the ability to write engagingly and edit to a high standard, including rewriting and restructuring stories where necessary - This role requires the ability to communicate effectively in English (written and spoken) and translate pieces from English to Urdu and vice versa

## JOB DESCRIPTION




Approval	
Manager	Mehvish Hussain, Senior News Editor, BBC News Urdu
HR Business Partner	Kiran Chahal
Date	<b>August 2021</b>

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