

<b>Job title</b>	<b>Journalist</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Band</b>	<b>C</b>

## 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.

<b>Job impact</b>
<p><b>Decision making</b> 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><b>Scope</b> Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.</p>

<b>Other information</b>	
<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>World Service, News International Services</b>
<b>Reports to (title)</b>	<b>BBC News Chinese, News Editor</b>
<b>Location base</b>	<b>Hong Kong, China</b>

<b>Organisation structure</b>	<p><b>BBC World Service, as part of BBC News, is an international multimedia broadcaster, delivering a wide range of language and regional services to global audiences. It uses multiple platforms to reach its weekly audience of 351 million across 42 languages.</b></p> <p><b>BBC World Service is committed to impartiality and promotes access to independent and accurate news.</b></p> <p><b>BBC News Chinese is a multimedia news service. It aims to make international news relevant to Chinese speaking audiences, as well as to cover developments in the region.</b></p> <p><b>Our service brings quality, impartial, original journalism to Chinese speaking audiences on the platforms they prefer.</b></p> <p><b>The successful candidate will be responsible for working with editors to produce original as well as reversioned BBC digital content to serve global Chinese speaking audiences.</b></p>
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<b>Additional job specific responsibilities and accountabilities</b>	
<b>Essential:</b>	<ul style="list-style-type: none"> <li>• A full command of the Chinese language (written and spoken).</li> <li>• Fluency in English and the ability to communicate effectively.</li> <li>• Strong editorial judgement, based on extensive journalistic experience and a thorough understanding of the principles of BBC journalism.</li> <li>• A clear understanding of the needs and profile of the target audience and the ability to translate these into imaginative and compelling content solutions, specifically with reference to social media.</li> </ul>

- An interest in the developments in the digital market in the greater China area, in East Asia and in the world.
- A good knowledge of what works on digital platforms for the target market.
- Proven track record of producing quality digital content, and proven editorial judgement.
- Ability to create content with accuracy, clarity and style appropriate to differing audiences and forms of media.
- An excellent broadcast voice and good reporting and presentation skills.
- Ability to also script write, edit and produce audio/radio content.
- A passion for International news and a thorough current knowledge and understanding of news and current affairs as well as history, social issues, business, arts/culture and sports.
- A demonstrable interest in working in a multimedia environment and in encouraging audience involvement.
- A demonstrable interest in new media and how to exploit it for the BBC's purposes.
- Good keyboard/computer skills and the ability to acquire technical skills and to operate technical equipment.
- A thorough knowledge of the aims, objectives and standards of BBC World Service.
- An understanding of BBC News Chinese's distinctive news agenda and a wider interest in the strategy of the BBC as a whole.

Approval	
<b>Manager</b>	Howard Zhang / Service Editor Name and job title
<b>HR Business Partner</b>	Kiran Chahal Name
<b>Date</b>	<b>17/11/2021</b>

