

<b>Job title</b>	<b>Journalist</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Proposed 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 on line. 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.
- 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, the programme departments and the audience
- 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:	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 Group, Asia Region</b>
<b>Reports to (title)</b>	<b>Su-Min Hwang</b>
<b>Location base</b>	<b>London</b>

<b>Organisation structure</b>	
<p><b>Reports to the Service Editor.</b></p> <p>BBC World Service is an international multimedia broadcaster, delivering a wide range of language and regional services on radio, TV, online and social networks. It uses multiple platforms to reach its weekly audience of 320 million globally, including shortwave, AM, FM, digital satellite and cable channels.</p> <p>This is a role with BBC News Korean, a digital and radio service, tasked with reporting on the Korean Peninsula, the neighbouring countries and Koreans around the world. The service’s output delivers original stories across a range of topics, including science, technology, health, lifestyle, sport entertainment, culture, international politics and much more. Some of the best of BBC World Service’s international content is also made available in the Korean language.</p> <p>Applicants for all the roles in this new service must have first-hand experience in working in broadcast media relevant to either South or North Korean current affairs and excellent written and spoken language skills in the Korean language.</p>	

<b>Additional job specific responsibilities and accountabilities</b>
<p><b>JOB PURPOSE</b></p> <ul style="list-style-type: none"> <li>• To originate, prepare, produce and present news stories, reports, packages, interviews, discussions, background analysis and features for radio and online outputs covering North Korea, current affairs in South Korea and the neighbouring countries.</li> <li>• To report in text, audio and video from the field in a range of formats relevant to the output.</li> <li>• To ensure that any output material for which the post holder is responsible meets the standards required by the BBC.</li> <li>• To be able to use social media both in Korean and English to search for original news sources for reporting.</li> <li>• To contribute to Asia Region’s news agenda and planning as well as other BBC outputs including radio and television on request.</li> <li>• Report to the Senior Broadcast Journalist/Editor Korean Service on a daily basis. Shift work will be required which could include early/late shifts, weekends and public holidays.</li> </ul>

**MAIN DUTIES**

1. To create original material for all multimedia output, including text stories, radio bulletins and video reports for bbckorean.com.
2. To create, produce and maintain Korean Service's radio, online and multimedia content, including making output interactive.
3. To be responsible for a moving story, amending and updating material to freshen a story. To be responsible for thinking through, and around, editorial problems, developing realistic alternative strategies and approaches.
4. To perform on radio and possibly also video, live or in recording sessions; either as Output Producer, News Presenter or as a participant in others' productions including to the wider BBC community in English.
5. To conduct interviews either in the studio or on location, live or pre-recorded.
6. To be responsible for studio production of live and pre-recorded programmes. To respond to breaking stories whilst on air and to resolve technical difficulties.
7. To ensure that BBC Editorial principles and all relevant legal, contractual and copyright requirements are met, referring upwards in cases of difficulty or doubt.
8. To build and maintain links with other areas of the BBC, including BBC World Service Radio, News Online and World TV, to enable the efficient production of content.
9. To monitor the use and inspire the growth of the Korean website, constantly identifying areas for expansion.
10. All producers may be required to travel off base on short reporting trips and assignments and to spend longer periods of time in the target area.

**ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE**

- A full command and up to date knowledge of written and spoken Korean as first (or equivalent) language with considerable understanding of regional accents and vocabulary.
- An excellent broadcasting voice and strong reporting skills with the ability to perform with flair.
- Demonstrable knowledge of North Korean affairs is essential.
- Sound understanding of international news and current affairs for Northeast Asia and the Far East (China, North and South Korea, Japan, and Russia).
- Complete comprehension of written and spoken English and the ability to communicate effectively in this language.
- Substantial, recent and relevant full-time experience as a journalist, both in originating material and editing the work of others.
- Strong video and graphic skills (familiar with FCP, After Effects, Photoshop) and video editing experience in a fast-paced environment.
- Good social media skills and experience of engaging with popular Korean social media platforms accounts (Kakao, Line, Naver, FB, instagram)
- Substantial experience of writing news articles in Korean.
- Ability to write, adapt and translate with accuracy, clarity and style appropriate to differing

audiences and forms of media, suitable for multimedia output.

- A demonstrable interest in working in a multimedia environment and in encouraging audience involvement. A demonstrable interest in online and how to exploit it for the BBC's purposes.
- Experience of reporting in the field on international and/or Korean-speaking political and economic issues. Able to demonstrate a good range of.
- Good keyboard/computer skills and the ability to acquire technical skills and to operate technical equipment. Practical experience and extensive knowledge of the Internet and an understanding of the potential of new technology is essential.
- Wide and up to date familiarity with the target area and an in-depth understanding of its history, politics, social issues and culture as well as the changing needs of the audience.
- Good keyboard/computer skills and the ability to acquire technical skills and to operate technical equipment.

<b>Approval</b>	
<b>Manager</b>	Su-Min Hwang
<b>HR Business Partner</b>	Ida Lucedarska-Slack
<b>Date</b>	<b>06/02/2018</b>