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| **Job title** | **Journalist** |
| **Job family** | **Journalism** | **Band** | **C** |

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| **Job purpose** |
| Originate and produce, as part of a team, a wide variety of news and current affairs content for relevant output. |

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| **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.
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| **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.
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| **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. |

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| **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.*