

Job title	Journalist		
Job family	Journalism	Band	C

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.

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

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: Journalist (Reporter / Presenter)
Department: BBC Africa Service
Reports to: News Editor, Gist Nigeria
Location: Lagos

The following job specification is intended to reflect the nature, range, and context of the work. It identifies the main requirements of the job, but is not an exhaustive list of duties.

In an exciting new partnership, BBC Africa is working with Channels TV in Nigeria to co-anchor a lively, weekly current affairs programme for Nigerian audiences. It will feature an in depth look at strong African stories, look at issues that touch the lives of Nigerians at home and abroad, deliver original storytelling and hard-hitting studio discussions and interviews. All our journalists work across TV, Digital and Social platforms.

The Job

The Journalist (Reporter / Presenter) will be working within the co-production team and will play a crucial role providing timely, expert and authoritative coverage of news and current affairs for a Nigerian audience. They will cover stories, issues and events in Nigeria and the surrounding regions and may be required to travel internationally for stories relevant for Nigerians. They will be advising both BBC and Channels TV teams on stories in the patch for wider consumption. The Reporter will be required to report and present for multi-platform outlets, including television, online and social media and radio.

The successful candidate must have:

- **High level spoken and written English**
- **A good feel for strong and distinctive stories**
- **Experience of reporting and presenting**

Responsibilities

- To originate, select stories and provide expert news coverage for broadcast, fully observing BBC Editorial Guidelines and Channels TV's Guidelines and regulations.
- To pitch original stories with both TV and digital treatments, making sure that they work for online, social and TV platforms.
- To act within the framework of overall BBC newsgathering and Channels TV coverage; to maintain co-operative relations and ensure coverage forms part of a coherent overall offer.
- To provide a variety of content in English, and where possible in Hausa or Pidgin, often with tight deadlines.
- To follow safety requirements and instructions, especially in relation to emergencies; and to report any accidents, dangerous situations or defects in safety arrangements.
- To follow the BBC guide on business expenditure, including timely and accurate filing of expenses claims.

MAIN DUTIES

Broadcast Coverage

- To broadcast in English on news topics and events (political, economic, social, cultural, scientific, sport, etc.) in a manner which is authoritative, lively, interesting and readily understandable by a non-specialist audience.
- To deliver stories which are innovative and engaging for digital platforms.
- To be able to use social platforms to inform newsgathering decisions.
- Have a good sense of spotting stories and subjects that would trend or go viral digitally.

- To alert Editors to breaking news and be ready to file accurate, immediate on-the-spot reports.
- To be prepared to check and advise against coverage when news agencies or other organisations' reports are unreliable.
- To help provide contact numbers, interviewees, set up discussion programmes, and provide other programme material to the BBC.
- To maintain regular and clear communication with the African Service and BBC Newsgathering teams so that colleagues are briefed on the Reporter's movements and contact numbers at all times, through the assignment.
- To travel within the target region and beyond on reporting trips, assignments and for training.

Advice & Briefing

To provide regular advice on news developments, briefings on government policy, guidance on agency or newspaper stories and provide input into BBC Africa's broadcasting strategy. To supply original items for the BBC Africa/ Channel's TV partnership, coming up with a stream of realistic and costed coverage ideas, working collaboratively with any other members of the team. Contributing constructively to feedback, programme reviews and editorial discussions to improve programme quality.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

Essential

- Outstanding language skills of written and spoken English.
- Knowledge of one of the main Nigerian languages (Pidgin, Hausa, Yoruba or Igbo) would be a distinct advantage.
- Recent and relevant experience as a Journalist with reporting and presenting skills, both in originating material and editing the work of others.
- A thorough knowledge of national affairs together with an understanding of international affairs.
- Excellent independent and balanced editorial judgement.
- A thorough familiarity with the region, an in depth knowledge of the audience requirements and a good understanding of youth issues and the media interests of various age groups.
- A good understanding of digital platforms and the types of content which do well on them.
- Knowledge of and aptitude for information technology skills.
- A demonstrable interest and proven track record in social media.
- Ability to report and present programmes appropriate to the needs of BBC Africa.
- Authoritative microphone voice and ability to communicate effectively to listeners and viewers.
- Proven skills in filing despatches and ability to produce two-ways and make television and radio packages.

JOB DESCRIPTION



- Ability to convey story and programme ideas and to contribute fully to the planning process.
- Ability to learn new skills (technically and editorially) and accept constructive feedback.
- Ability to remain calm while working to deadlines, apply sensible work priorities and pace throughout assignments.