

Job title	News Editor		
Job family	Journalism	Band	E

Job purpose

Responsible for managing a small team of Journalists, with editorial responsibility for a small programme or service.

Key responsibilities and accountabilities

- Develop and maintain high professional standards of journalism, ensuring delivery of high quality news programmes.
- Establish the content and running order of the programme and lead others on the production of items through to transmission, including assigning, briefing and establishing priorities for operational and editorial teams.
- Continue the development of the programme across social media and digital platforms, exploring the potential for expanding.
- Responsible for building team spirit within permanent or temporary teams; ensuring the best use of individual skills. Encouraging team members to think about potential improvements.
- Sets team and individual objectives, as well as clear expectations about required performance levels, rewards success and addresses performance issues promptly and fairly, treats team members with respect.
- Seek ways to increase diversity in our workforce and to ensure that our output reflects the audiences we serve.
- Assist in the development, commissioning and management of relevant business plans and manage individual programme budgets, ensuring value for money in use of resources.
- To act as a facilitator of change, clearly communicating and distributing best practices between teams.
- Foster an environment of productive employee relations, responding to and anticipating challenges from staff, unions and audiences.
- Responsible for ensuring safe working practices and the observance of BBC's health and safety regulations, including completing hazard assessments.

Knowledge, skills, training and experience

Essential

- Either a professional journalist or a senior operational professional with extensive editorial experience of broadcast news and the ability to develop and implement new and innovative approaches to programme structure and content.
- Proven editorial judgement, able to make sound decisions promptly .
- A detailed understanding of current techniques and technology for newsgathering and production. An ability to use new technologies to create opportunities to enhance output and improve working practices.
- Ability to work effectively as a member of more than one team. Resolving conflicts as necessary.
- Can identify a concept along with the plans which need to be implemented to meet the end goal. Evaluates situations, decisions, issues etc. in the short, medium and longer-term.
- Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC.

- Able to prioritise and plan activities taking into account all the relevant issues and factors such as deadlines, staffing, programme budgets and resource requirements.
- 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.
- Maintains personal effectiveness in the face of pressure, setbacks or when dealing with demanding situations. Demonstrates an approach to work that is characterised by commitment, motivation and passion.

Job impact

Decision making

High level of responsibility and decision making; able to operate alone.

Scope

Typically directly manages a group of Senior Journalists and/or a small number of Assistant Editors. Typically responsible for team size under 40 people.

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.

Division	News and Current Affairs
Reports to (title)	
Location base	Lagos, Nigeria

Additional job specific responsibilities and accountabilities

- Ability to speak and write in Pidgin fluently.
- The ideal candidate must have a clear understanding of what public service journalism is and how to sustain its principles within a commercial market.
- A keen understanding of BBC Editorial Guidelines and in-depth knowledge of Due-Impartiality.
- Responsible for ensuring safe working practices and the observance of BBC's health and safety regulations, including completing hazard assessments.
- Hands on experience of managing a diverse team that supports inclusion of people from varying backgrounds and beliefs.