

<b>Job title</b>	<b>Senior Journalist</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Band</b>	<b>D</b>

**Job purpose**

Responsible for an area of output, including editorial control, reporting, selection and compilation of material, production, leading teams and planning and implementing effective use of resources.

- Key responsibilities and accountabilities**
- Responsible for originating and producing stories which may include scripting, editing, outputting, filming and presenting content across a range of BBC output.
  - Commission and select relevant materials ensuring they meet expectations of our audiences and adhere to the BBC’s editorial guidelines.
  - May be required to undertake on-air reporting, may be required to film and edit material for broadcast where appropriate.
  - May include the production and presentation of live or recorded programmes.
  - May be required to present live or recorded content on radio, TV or online.
  - As required, to allocate work to a team and check progress; ensure the professional contribution of staff and the quality of output.
  - Seek ways to increase diversity in our workforce and to ensure that our output reflects the audiences we serve.
  - Deliver journalism of the highest standard and within the required timeframe using available resources.
  - To act as a facilitator of change, clearly communicating and distributing best practices between teams.
  - 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**
- A high standard of editorial judgment, writing ability and production skills based on substantial broadcast journalism experience.
  - Maximises opportunities offered by existing and emerging technologies to their fullest extent.
  - Ability to work effectively as a member of more than one team. Resolving conflicts as necessary.
  - Ability to manage resources, staff, technical facilities and budgets, in order to make challenging broadcasting in the most cost effective manner.
  - Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC.
  - Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.
  - 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**

**Decision making**

Significant level of responsibility. Uses initiative but seeks guidance where necessary.  
No line management responsibility but may mentor more junior staff.

**Scope**

A senior journalist covering a wide range of journalism activity, with significant experience and responsibility for programme/content creation.

**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.*