

Job title	Senior Journalist Team Manager		
Job family	Journalism	Proposed band	D

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. In addition, this role has formal managerial responsibility.

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
- May be required to undertake On-Air reporting, may be required to film and edit material for broadcast where appropriate.
- As required, to allocate work to a team and check progress; ensure the professional contribution of staff and the quality of output. Able to lead the team on a day to day basis, but also contribute ideas and support to the overall management of the site, its team, finances and agenda.
- 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 sharing best practices are shared 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 thorough understanding of production methods used in BBC news and the ability to adapt to new media
- A high standard of editorial judgment, writing ability and production skills based on substantial broadcast journalism experience.
- Exploits 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 & Safety procedures and how it applies to broadcasting

Job impact

Decision making

Significant level of responsibility. Exercises autonomy but seeks guidance where necessary. Typically manages a small team of Journalists (some of which may be Senior Journalists) and/or other more Junior roles, in most cases up to 20 people.

Scope

A senior journalist covering a wide range of journalism activity, with significant experience and responsibility for programme/content creation. In addition, this role has formal managerial responsibility.

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, World Service, BBC Media Action
Reports to (title)	Country Director Tunisia
Location base	Tunis

Organisation structure	The BBC Media Action North Africa Office runs project for Tunisia, Libya and Algeria from its office in Tunis
<p>BBC Media Action North Africa is looking for an experienced, creative and dynamic individual who understands BBC editorial standards and how to implement them within programming output. This is a senior editorial and management role reporting directly to the Country Director. It is part of the management team of the country office. The Senior Journalist Team Manager for all North Africa projects will be accountable for the success of the respective media platforms, those that are currently related to Libyan and Tunisian projects. You will steer each element of the production process from proposal to completion and beyond. You will lead and inspire the North Africa team – that which consists of journalists, film-makers, animators, social media managers, digital editor and production staff - to develop and deliver content ensuring that it achieves the highest creative and editorial standards, delivers on time and on budget, with adherence to BBC guidelines. A key responsibility is to create an environment where the talents of the contributors and production teams can flourish</p>	

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> • To be able to demonstrate strong editorial judgement based on an understanding of BBC Editorial practices and values and Libya/ Tunisia media laws; to ensure that content meets the BBC editorial standards and is in line with its compliance procedures; to quality control the output and personally sign off all site content • To lead the team through a period of change and re-launch of social media and digital outlets; to chair regular planning and feedback meetings with the team and to predict difficulties and troubleshoot when necessary • To identify and encourage various storytelling practices that engage with our audience across all media platforms and elicits reaction • To manage the team producing content for the existing El Kul Facebook page, and to identify and utilise other platforms as needed to extend the project reach • To take a lead role in driving forward new projects and new ways of working, collaborating with other departments. To provide clear direction, editorial insight and quality control for both ongoing and newly commissioned projects. • To encourage a young team by agreeing to creative ideas whenever possible, even though these idea may often present challenges. To be able to inspire said team, and get the most out of a group which has a variable skill-set. • To liaise with project managers and senior BBC Media Action staff on production and day to day running of the project • Responsible for working with production to ensure that every aspect of the production process adheres to Health & Safety guidelines

- Responsibility for the construction of a full production schedule and budget in conjunction with Production Management and others as and when appropriate.
- To be editorially, financially and managerially responsible for a range of productions and output across digital, TV, radio and social media platforms
- Innovating & evolving strategy for the department, anticipating audience needs & maintaining relevance on all existing and future platforms.
- Ensure all programmes/content are delivered on time and within budget, encouraging the highest possible creative standards throughout.
- Financial acumen and a strong sense of driving best value for the licence fee. Able to manage budgets, control costs and maximise value across all expenditure.
- A commitment to creating both diverse content and teams to reflect audiences and ensuring best practice.
- Maintaining a thorough knowledge of industry trends, digital media innovations and creating effective networks.
- A full understanding of the North African media landscape
- The ability to work across all media formats, primarily TV, digital and social media
- Demonstrable passion for creating content to the appropriate audience, and knowledge of those subjects which inform, educate & entertain the audience.
- Strong track record of delivering high quality content with a passion for media and an understanding of audience trends
- Able to create a clear editorial vision for the lifecycle of content across all platforms.
- Strong experience of developing and maintaining effective working relationships with internal and external partners.
- 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.
- Ensuring teams works to deadlines and supported sufficiently to deliver their best work for BBC MA.
- Demonstrable high level of creativity - able to bring fresh new approach and bring out creative ideas in others.
- Evidence of strong leadership and effective team management, ensuring staff members receive development and manage performance.
- Contribute to the overall strategic management of the department/genre
- Evidence of a commitment to creating both diverse content and staff base to reflect the audiences.
- Has the ability to consider a range of problems and uses own judgment to apply effective, time critical solutions.

Approval	
Manager	Caroline Nursey
HR Business Partner	Karen Philips
Date	13/08/2018