

Job title	Journalism Researcher		
Job family	Journalism	Proposed band	B

Job purpose

Assist programme teams with the production of news articles and content.

Key responsibilities and accountabilities

- Generate ideas and stories; contribute to the creative treatment of an item or programme; provide clear treatments and proposals, ensuring consistency of content, quality and style
- Carry out in-depth background / subject research for all media, ensuring complete accuracy and critically evaluating the relevance and suitability of information
- Responsible for the simple operation of a variety of analogue and digital radio and TV equipment, etc.
- To work closely with the production team before, during and after the output production.
- Mentor and/coach new or junior members into the team, acting as buddy and giving direction
- Build and maintain contact lists and databases; research and compile source data into briefs for journalists or presenters
- Manage a range of research projects and resources
- Identify and secure suitable guests and contributors, and brief them on arrival as requested
- 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

- Proven track record of contributing ideas for programmes, items and new treatments
- Some experience in media research in televisions, radio, print journalism or online, including the ability to identify key ideas, debates and issues within a field
- Ability to operate basic equipment for the capture of sounds and pictures
- Ability to work well within a team as well as independently and pro-actively
- 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, prioritising, delivering consistently to deadlines and reacting positively to changes and conflicting priorities.
- Proven ability to locate relevant sources of information, contributors, guests and

other assets using initiative, perseverance and persuasion and an extensive contact base. Has the ability to establish rapport quickly with a wide range of people within and outside the BBC either face to face, over the telephone or in writing.

- 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
Able to operate alone on items and other programme elements.

Scope
A role which supports the production of news articles and content by conducting research; also handling and distributing live and pre-recorded audio and video material.

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	SPORT
Reports to (title)	ASSISTANT EDITOR, RADIO SPORT
Location base	SALFORD

Organisation structure	
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Additional job specific responsibilities and accountabilities

- The successful candidate will be working with the 5 live Sport team, producing digital content to support our programmes, podcasts and events.
- You'll need to come up with ideas and stories for digital platforms and provide clear treatments and proposals, ensuring consistency of content, quality and style
- Responsible for the operation of equipment and software used in digital media production and social media.
- Editing audio and video in a variety of formats, subtitling and posting directly to digital platforms
- Manage a range of projects and resources to help promote 5 live Sport's range of weekly podcasts
- Write text to accompany digital content, as well as blogs and articles for bigger projects

- You'll need to demonstrate your experience of making digital video content and contributing ideas for new treatments and projects
- You'll have some experience in media, including the ability to identify key trends, ideas, debates and topical issues
- Excellent spelling and grammar are essential.

Approval

Manager	Mark Williams, Assistant Editor, 5 live Sport and Steve Jones, Assistant Editor, 5 live Sport
HR Business Partner	Angela Hunt and Kim Thompson
Date	21 st December 2018

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