



**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Journalist (Sports)</b>
<b>Responsible to:</b>	Principal Editor Sports
<b>Salary Band:</b>	Band 04-05

**Job Purpose**

To source, produce and present high quality sports news reports and programmes with accuracy, balance and objectivity.

**Key Result Areas**

**FUNCTIONAL**

**Produce and present quality sports news reports and programmes, with high editorial and quality standards**

- Source, research and produce a variety of sports news and programmes under the supervision of the Principal Editor.
- Select appropriate locations, pictures and sounds and exercise editorial judgement on the best angle to approach a sports story.
- Coordinate and direct television and radio crews.
- Identify potential interviewees for sports news stories.
- Write materials for sports news scripts, bulletins and links with strict adherence to SBC's organizational policies and Editorial guidelines.
- Edit electronic sports text documents, videos and audio into sports news stories
- Review completed sports reports with respect to quality control and editorial standards before submission to line managers.
- Prepare and present sports news and programmes (TV and Radio).
- Prepare and present pieces to camera for both pre-recorded and live sporting pieces.
- Present live commentaries for sports events.
- Perform the role of a News and Current Affairs journalist, as and when required

**ORGANISATIONAL**

**Ensure cost-effective utilisation of Resources.**

*Specifically:*

- Eliminate or Reduce Wastage, where identified
- Ensure equipment & assets are used and maintained properly
- Continually find ways to perform functions cost-effectively

A job description is a written statement of the essential characteristics of the job, with its accountabilities, principal job purpose & results areas. It incorporates a note of the skills, knowledge and experience required for a satisfactory level of performance. It is not intended to be a complete, detailed account of all aspects of the duties involved. Nor does it supplant contractual obligations.

- Proper Planning to reduce costs
- **Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.**

Set a personal example in Health & Safety compliance through:

- Observing safe working practices as advised and instructed
- Considering Safety & Health of self and others who may be affected by work activities
- Be an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
- Report Incidents or Hazards which have led or may lead to injury
- Build and enhance an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

### **Essential Qualifications/Experience/Skills**

- A-Levels or IGCSE Principal Pass, preferably in English and French.
- Reading & research skills
- Good oral and written communication and time management skills
- Computer-literate with creative ideas
- Sports enthusiast and conversant with a variety of sports.
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative.
- IT Competent, particularly in use of Microsoft Word and Email.

### **Desirable Qualifications / Experience/Skills**

- Experience in media, journalism
- Video and Audio Editing competency
- Full Driving Licence

### Core Behavioural Competencies

<b>COMMITMENT</b>	<ul style="list-style-type: none"> <li>• Demonstrates consistent application of focused energy to fulfil obligation and objectives.</li> <li>• Capable of dealing effectively with significant pressure.</li> <li>• Demonstrates a strong results orientation.</li> <li>• Willing and able to put the needs of the organisation before individual or departmental needs.</li> </ul>
<b>JUDGEMENT</b>	<ul style="list-style-type: none"> <li>• Able to reach sound productive decisions and conclusions through a process which includes actively gathering information from a range of sources and perspectives, and honestly assessing the decision-making environment, including the risks and benefits.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Able to communicate with clarity using a range of methods and styles suited to the purpose and audience.</li> <li>• Effectively communicates ideas and is able to get their point across with colleagues and external stakeholders alike.</li> <li>• Able to listen to others.</li> </ul>
<b>TEAMWORK &amp; INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Demonstrates a clear capability to actively contribute as part of a team.</li> <li>• Proactively shares information with others and encourages mutual support.</li> <li>• Able to develop and maintain sound interpersonal relationships with others.</li> <li>• Behaves in a manner that is accepting and inclusive of all people, adapting style, approach and communication accordingly.</li> <li>• Is non-discriminatory and open to changing beliefs and perceptions.</li> <li>• Behaves in a professional and appropriate way to set the right example in the workplace.</li> </ul>
<b>CHANGE CAPABILITY</b>	<ul style="list-style-type: none"> <li>• Demonstrates enthusiasm for change and capability to adapt to changing circumstances.</li> <li>• Contributes new ideas and willing to challenge the status quo.</li> <li>• Has the ability to push the boundaries to seek continuous improvement.</li> <li>• Constantly looks to improve ways of working and shares constructive ideas and suggestions to do this.</li> </ul>
<b>BUILDING RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Puts continuous effort into building and maintaining relationships.</li> <li>• Accepts conflict as an opportunity to strengthen the relationship.</li> <li>• Responds willingly to requests for help and information, where possible.</li> <li>• Is honest and open.</li> <li>• Works collaboratively with others.</li> <li>• Keeps stakeholders up to date with activities and progress to maximise trust.</li> </ul>
<b>ACHIEVEMENT DRIVE</b>	<ul style="list-style-type: none"> <li>• Performs tasks to a high standard.</li> <li>• Has a 'can-do' co-operative style, works hard and likes to get things done.</li> <li>• Is motivated by success and finishing what have started.</li> <li>• Plans and prioritises workload in order of urgency and importance. Able to prioritise effectively and plan flexibly to be able to deal with change.</li> <li>• Capability to structure workload in a realistic way.</li> <li>• Able to take responsibility for ensuring work is completed to a standard which meets expectations</li> <li>• Strives to get things right first-time</li> <li>• Willing and able to use initiative.</li> </ul>