



**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Principal Editor – News</b>
<b>Reporting to:</b>	Chief Editor - News & Current Affairs
<b>Salary Band:</b>	Band 05 (18k – 22k) + Applicable Allowances

**Job Purpose**

Review and edit news reports and current affairs programmes, using sound editorial judgement to ensure accuracy, balance and objectivity

Compile the daily Radio and Television newscasts, ensuring high standard of all news produced and broadcasted

**Key Result Areas**

**FUNCTIONAL**

**Oversee and be responsible for reliable and high standard News outputs**

- Work in close collaboration with the journalists in monitoring international news sources and identifying stories for radio and television.
- Assign duties to the team working on the day's radio and television news presentation shifts.
- Review and edit journalists' scripts and reportages, radio and television, for accuracy, objectivity and content to improve on clarity and quality while ensuring that the stories are in line with the SBC's policy and editorial policy.
- Assist Newsroom management team with the day to day running of the Newsroom.
- Source and research innovative ways to produce better quality news stories, features and current affairs programmes.
- Conduct investigative interview.
- Identify potential interviewees, briefing them, preparing interview questions, together with the assigned journalists.
- Conduct both live and recorded interviews.
- Coordinate and direct live and recorded events relating to Newsroom.
- Develop and maintain local and international contacts.
- Present radio and television news as and when required.
- Edit press releases.
- Work with Graphics Section to produce captions, maps and statistics slides to be used in news stories, features and current affairs programmes.
- Discuss timings for news reportage with the Chief Editor and ensuring that the assigned journalists respect the set timing.
- Produce reports on all matters associated with area of functional responsibility, whenever required

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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.

## **STAFFING**

- **Manage and Lead personnel and teams under responsibility**

Specifically,

- Responsible to ensuring professionalism and high standards in Functional and Behavioural performance.
- Provide coaching and leadership to develop the team(s).
- Monitor performance and ensure efficient utilisation of staff effort
- Review staff performance and provide feedback both as a regular function and as part of the Appraisal process.
- Ensure staff have appropriate training and development plans.
  - Propose and assist in the designing and delivery of appropriate training for the team.
  - Ensure staff are trained and equipped to carry out their duties in an efficient, cost effective and safe manner.
- Ensure that under-performances (whether Functional or Behavioural) are addressed in a timely and effective manner, and according to established policies and procedures
- Ownership of Succession Planning for the team(s) under responsibility

## **FINANCIAL**

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

*Specifically:*

- Eliminate or Reduce Wastage, where identified
- Continually find ways to perform functions cost-effectively
- Proper Planning to reduce costs
- Ensure equipment & assets are used and maintained properly
- Contribute in Budgeting, where required/requested
- Manage the budget allocated to the Section, working in close collaboration with the Financial Controller
- Identify and pursue revenue-generating opportunities

## **EXECUTIVE & STRATEGIC**

**As part of the Leadership cadre:**

- Advise and Assist the Senior Executives in all matters related to the management of SBC whenever required, commensurate with knowledge, experience and abilities
- Participate and contribute in the relevant Meetings and other in-house committees
- Work collaboratively with the Executive Team members and other stakeholders to ensure corporate goals are achieved
- Represent the SBC on external committees, when mandated to do so.
- Carry out relevant duties which may be assigned by the Deputy and Chief Executive Officer, that are commensurate with knowledge, experience and abilities
- Assist in Staff Training and Development.
- Contribute to enhancing staff morale and a one-SBC team cohesion

**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
- Being an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
- Reporting incidents or hazards which have led or may lead to injury
- Building and enhancing an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

**Essential Qualifications/Experience/Skills**

- Suitable Qualification (E.g., IGCSE, A-Levels, Diploma or Degree) in Journalism, Media or related field
- Experience as a Journalist, Producer or similar role in media
- Ethical and able to enforce all journalistic principles in news reporting
- Excellent verbal and written communications
- Attention to details with ability to fact-check
- Ability to communicate well, verbally and in writing with both internal and external stakeholders
- Good organisational and time management skills
- 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**

- Degree in Journalism or related field
- 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>