



JOB DESCRIPTION

Post Title:	Principal Editor – News
Reporting to:	Chief Editor - News & Current Affairs
Salary Band:	Band 05 (SR18k – SR 22k Basic) + 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 team 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

TEAMWORK	<ul style="list-style-type: none"> • Fosters a sense of team spirit by establishing strong interpersonal relationships, demonstrating respect for other team members and proactively offering support • Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others • Works collaboratively with others by seeking to understand and make best use of team members' diverse ideas, working styles, skills and backgrounds • Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position • Shares credit for team accomplishments and accepts joint responsibility for team shortcomings
ACCOUNTABILITY	<ul style="list-style-type: none"> • Takes ownership of tasks and functional responsibilities • Presents oneself as a credible representative of the Corporation and demonstrates a commitment to delivering on one's duties. • Justifies decisions taken, with confidence, openness and honesty. • Takes responsibility for seeing efforts through. • Makes sound and fair judgment. • Makes informed and accountable conclusions and decisions. • Is open to feedbacks and uses errors or oversights as learning points
ADAPTABILITY	<ul style="list-style-type: none"> • Easily adjusts priorities, activities, and attitude to meet new deadlines and information and to achieve objectives. • Anticipates and responds with energy, to new challenges, the unfamiliar and the urgent. • Thinks of ways to make changes work, rather than resisting them. • Makes suggestions for increasing the effectiveness of a changing environment. • Plans ahead and has an alternative option in case things go wrong or unexpected • Keeps an open mind and shows willingness to learn new methods, procedures, and techniques that embrace change. • Able to prioritise effectively and plan flexibly to be able to deal with change.
RELIABILITY	<ul style="list-style-type: none"> • Is dependable and can be relied on in different circumstances. • Gets the job well-done every time and within deadlines. • Shows up to work on time. • Goes the extra mile to produce expected results even in tight deadlines. • Persists through difficult tasks and brings out credible results.
CONDUCT & INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Behaves in a professional and appropriate way to set the right example in the workplace. • Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done. • Behaves in a manner that is accepting, respectful and inclusive of all people. • Puts continuous effort into building and maintaining relationships. • Accepts conflict as an opportunity to strengthen relationships. • Responds willingly to requests for help and information, where possible • Is honest and open-minded. • Has a 'can-do' and 'will-do' attitude