

JOB DESCRIPTION

Job Title: Local Democracy Reporter
Reports to: Local editor
Role: Ensuring local readers/viewers/listeners are kept informed and engaged with local democratic issues
Responsible for: Providing reliable, fair, balanced, accurate and timely coverage of local democracy issues within a specific area

PURPOSE OF THE ROLE

- To ensure that matters, decisions and issues relating to the public authorities covered in the LDRS Editorial Brief and Deliverables as detailed in Schedule 3 are covered in a timely, impartial and audience-friendly way
- To generate multimedia content which engages the public and which meets all standards set by the partnership in terms of quality, impartiality, consistency and legal accuracy
- Be a public ambassador for the project and become a trusted source of news and information about the public authorities covered.

KEY RESPONSIBILITIES

- Deliver strong content in a multimedia way daily, focusing on text but also providing images, audio and video where possible.
- Write content in a way which engages and drives audience including through Search Engine Optimisation (SEO) and social media awareness
- Ensure all content, including social media activity, is politically neutral and provides a fair reflection of views
- Ensure agendas for councils and public bodies are scrutinised, identifying issues and stories which need to be brought to the public's attention.
- Working with your content editor, identify which meetings need to be covered and reported
- Build strong contacts for story-gathering within local communities
- Be active on social media, in line with partnership policies and impartiality guidelines to build audiences and communities
- Ensure all content produced has suitable metadata attached
- Deliver live coverage as and when required
- Be capable of two-way interviews for broadcast media.

SCOPE

All aspects of content gathering and multimedia production for all publishing channels within policy, strategy, guidelines and targets set by the partnership.

SKILLS/EXPERIENCE

- Good writing skills, up-to-date legal knowledge, shorthand proficiency (e.g. 100 wpm)
- National Qualification in Journalism (NQJ) (or similar) qualification, or a minimum of 2 years' experience as a reporter in a daily news environment and/or working to daily news deadlines is highly desirable
- Excellent communicator on social media
- Excellent at working under pressure and identifying priorities
- Self-starter
- Be familiar with digital tools and techniques across a range of mobile devices
- Strong understanding of working and processes within local government
- Demonstrable experience of delivering great ideas for content
- Strong contact-building skills
- Proficiency taking images, shooting video and gathering audio
- This job description summarises the main aspect of the job, but it does not cover all the duties that the jobholder may be required to perform. Therefore, the job description is a minimum standard. It is not a statement of all that the job does or may entail. It is not intended to restrict the scope of

the job but clearly to define its starting point. In some circumstances and with the agreement with the BBC it may be appropriate to appoint a reporter who does not have this level of experience.

SCHEDULE 3 **DELIVERABLES**

Editorial Brief for Local Democracy Reporting Service

(to be read in conjunction with the LDR Job Description and Schedule 5 Service Levels)

- The core purpose of the LDRS is to provide impartial coverage of the regular business and workings of local authorities in the UK
- The brief is to report on the decision-making process: what decisions are made in the public's name and how they are arrived at, what evidence is presented to the council, etc.
- Stories must be published to the LDRS content system in a timely manner so that stories remain relevant and up to date. Stories will be submitted to the Content System (<https://create.ldrs.org.uk/>) in a timely manner, and published via the content system to partners, 85% of stories should be published within a maximum of 24 hours of being created in the Content System, other than in exceptional circumstances.
- LD Reporters may provide other stories which are focused on local democracy and which are in the public interest, *so long as that does not detract from the core purpose of the service*
- All LD Reporter content must be created for all qualifying partners.
- National politics is out of scope, but election campaigns and constituency work of MPs that specifically relates to relevant local audiences may be covered so long as it does not detract from the core purpose of the LDRS.

SCHEDULE 4 **REQUIRED TERMS FOR LD REPORTER'S CONTRACT OF EMPLOYMENT**

1. The LD Reporter's contract must include:
 - a. Full time position unless the contract is for a 0.5 FTE LD Reporter.
 - b. Full time equivalent role may be job shared by up to two people or conducted by up to two part time employees.
 - c. It is acknowledged that to preserve the value of this engagement to the Local Democracy Reporting Service You should not without appropriate consultation with the Local Democracy Reporting Service provide the same or similar Services or contributions to another news organisation where the products of those services or contributions (i) would be available to audiences in the UK or Republic of Ireland and/or (ii) would conflict with the BBC Standards; and
 - d. IP Clause:
RIGHTS AND ASSIGNMENT:
 - (1) You hereby assign to Supplier with full title guarantee the complete copyright, performers' rights and all other rights (including any rental and lending rights), where they arise, in respect of any work originated, conceived, written or made by you in the course of your employment (whether or not in the course of your duties) for all purposes (including use in all media now or hereafter known) throughout the Universe for the full period of copyright and any extensions, revivals or renewals thereof.
 - (2) You acknowledge that Supplier and any future assignees of the work, including the BBC, have the unlimited right to edit copy alter add to take from adapt or translate any work covered by (a) above, and You waive irrevocably any "moral rights" You may have under the laws of any jurisdiction.
 - e. statement that BBC has no employment relationship:
The BBC has no right of supervision, direction or control over the LD Reporter.
There is no employment relationship intended to arise between You and the BBC.

The BBC is not liable for any statutory employment payments such as (without limitation) redundancy pay, holiday pay, sick pay or maternity/paternity/adoption pay howsoever arising.

- f. Job Description as included in Schedule 2
- g. Comply with Editorial Guidelines and Editor's code