

Job Title	Senior Reporter
Location	Dereham and Mid- Norfolk The company reserves the right at anytime to require you to work at a different location in the Norfolk area, either on a temporary or permanent basis, on giving you reasonable notice of this requirement.
Reporting Relationships	You will report to the Editor (Districts)
Job Purpose	To provide audience focused news/feature stories for Archant’s Norfolk brands, written accurately, legally and to deadline. To find ways of sourcing brilliant content from the community.
Job Dimensions	The job requires: <ol style="list-style-type: none"> 1. The ability to write confidently on news assignments, challenging assertions and analysing facts. 2. The ability to bring in ‘off-diary’ stories, community news and exclusives to add value to the news agenda. 3. Legal awareness to minimise the risk of litigation affecting the titles. 4. The ability to stay abreast of local and national news agendas.
Main Responsibilities	<ol style="list-style-type: none"> 1. To write legally, and to length, news/features/sport/ business/ What’s On copy for Archant publications as directed by the Editors. 2. To provide copy for all Archant’s Norfolk websites including EDP24 and eveningnews24. 3. To seek out ‘off-diary’ stories to provide exclusive copy that retains the papers’ market edge. 4. To work with the community you cover to source content directly from themselves. 5. To understand the role of an individual story in the editorial process and the importance of liaison with editors, photographers and image curators. 6. To contribute innovative story/feature ideas to maintain the EDP, Evening News’ and Dereham Times’ positions as authoritative regional daily titles. 7. To ensure that all facts and analysis in stories are accurate. 8. To understand deadlines and edition circulation areas. 9. To adhere to the Editors’ Code of Practice and Archant Norfolk Editorial Policy. 10. To display legal awareness to minimise the risk of litigation.

Main Responsibilities (continued)	<p>11. To establish an up-to-date contacts book relevant to day-to-day work.</p> <p>12. To represent the Archant Norfolk team in an ambassadorial role.</p> <p><i>This is a description of the job as it is presently constructed. This will be reviewed periodically and updated to ensure that the job description fully reflects the responsibilities of the job.</i></p>
Communication and Working Relationships	<p>Day to day liaison with the Editor (Districts) and Chief Reporter (North) and picture desk.</p>
Most challenging part of the job	<p>To be flexible whilst maintaining a professional approach within stringent deadlines.</p>
Health and Safety	<p>All employees must observe and comply with Archant's policies and procedures for health and safety.</p>
Equal Opportunities Statement	<p>All employees must observe and continually promote equal opportunities and customer care in compliance with Archant's aims and objectives.</p>
Job Description Agreement	<p>To be signed after discussion with the line manager.</p> <p>Manager: Date:</p> <p>Post Holder: Date:</p>