**Job Description**

**Date:** April 2016

**Job title:** Journalist

**Status of post:** Full time

**Responsible to:** Editor

**Summary of job role:**

The Detail news and analysis website is a respected outlet for investigative news and analysis in Northern Ireland, but is now planning to extend its work.

The Detail is set to begin a series of journalism projects covering issues in both Northern Ireland and the Republic of Ireland.

The new appointees will be working across a range of areas, but will have specific roles looking at government accountability in Northern Ireland, issues facing education in Northern Ireland, plus major projects dealing with health issues and criminal justice issues in both Northern Ireland and the Republic of Ireland.

**SUMMARY OF MAIN RESPONSIBILITIES:**

1. To provide timely, expert and authoritative news coverage and analysis that accurately conveys the relevant facts and issues, and fairly represents the parties involved.
2. Produce all editorial content while fully observing all industry legal regulations, including media law and to observe the OFCOM broadcasting code in all journalistic practice.
3. Prepare and present stories to strict deadlines.
4. Originate and develop new ideas on an ongoing basis, analysing ways to research topics, evaluating new leads and news tips to develop story ideas.
5. Seek out and investigate stories via contacts, press releases and other media; ensuring that all sources are reliable, accurate and relevant.
6. Research and collate evidence and information to support a story using relevant and reliable information sources (interviews, databases, statistics, FOI etc).
7. Act as an ambassador for the platform, identifying and cultivating new contracts/contributors and continually developing contacts to maintain a flow of news.
8. Proactively network and liaise with representatives across the media to ensure good working relationships are developed.
9. Keep accurate, legible and comprehensive notes of interview material for the period stipulated by the platform in-house guidelines.
10. To keep abreast of social, economic and political affairs at local, regional and national level.
11. To be responsible for multimedia storytelling of journalism projects for The Detail.
12. Ability to work flexible hours and to travel throughout Northern Ireland and the Republic of Ireland at times demanded by the job.