

JOB DESCRIPTION

Job title:	Reporter
Employment basis:	One year fixed term contract
Department:	ZDNet UK
Job purpose:	<p>The reporter is responsible for a beat that covers at least one key sector or topic within the UK business technology sector, as set by the Community and News Editor -- to whom they will report and with whom they will work closely.</p> <p>As such, the reporter should have good industry contacts and seek to develop these with a view to creating and maintaining a thorough knowledge of the issues and events that fall within his or her beat.</p> <p>The reporter will be expected to produce a rich mix of breaking news stories, scoops and authoritative articles to a high standard to very tight deadlines. A typical day would see them write two or three articles, each ranging from 200 to 500 words.</p> <p>The role does include writing some longer articles, and maintaining a dialogue with users, buyers and implementers of technology.</p>
Reporting line:	Community and News Editor, ZDNet UK

Main tasks and responsibilities

- A reporter should typically produce two or three articles a day, each ranging from 200 to 500 words, though this number will vary widely depending on length and type of article (they could be anything from 200-word briefs to 1200 word analyses or Q&As).

You will:

- Develop knowledge of beat, including key technologies, events, products and trends, key companies and key individuals
- Work with the Community and News Editor to ensure comprehensive and appropriate coverage of beat
- Monitor relevant competition to ensure we cover the important stories with the beat
- Generate story ideas to submit to the Community and News Editor.
- Develop a dialogue with readers with knowledge of technologies that fall within your beat, using social networking and other appropriate online tools.
- Write up Q&As based on interviews with notable personalities
- Contribute ideas, tips and insight to the daily news conference
- Keep track of key product and technology roadmaps
- Maintain a dialogue with key companies within your beat to ensure ZDNet UK remains a high visibility with them
- Produce a weekly newsletter
- Write news blogs
- Maintain a responsive presence on- and off-site, encouraging readers to see ZDNet UK as authoritative and approachable.
- Enter stories into the CMS
- Edit newsletters in the newsletter system
- Interact with readers in Community and offsite, helping seed and continue discussions

Skills / experience:

- Able to write different types of news story, from short, snappy briefs to long analytical pieces, with good news structure
- Have a good grasp of grammar, punctuation and sentence construction
- Able to produce copy that needs a minimum of editing

- Pay high attention to accuracy, checking facts, figures and 'common-sense' errors
- Able to spot potential legal issues with a story
- Familiarity with social networking and other online communities
- Ability to effectively research online
- Telephone and in-person interview skills
- Basic HTML skills
- Experience of working with a CMS
- Ability to grasp complex issues and explain them in a clear, readable way
- Know when to escalate issues that may arise before, during or after a story has been written

Other

- Undertake some travel both in the UK and abroad, at reasonable request in conjunction with the Community and News Editor
- A reporter is expected to act professionally at all times, and to be an ambassador for the site at external events, press trips and conferences
- There will be opportunities to appear in the broadcast media as an expert on beat areas
- There will be opportunities to appear in video shot for ZDNet UK

Competencies for success

- Time Management
- Interpersonal Savvy
- Learning on the fly
- Intellectual Horsepower
- Perseverance
- Written Communication
- Technical Learning
- Action Orientated
- Boss Relationships
- Composure

To apply for this position, please email your CV with a covering letter stating your salary expectations to ukrecruitment@cbs.com. Please state clearly in the subject line which post you are applying for.