

Position description

Production Editor

Therapeutic Guidelines Limited

Therapeutic Guidelines Limited (TGL) is an independent not-for-profit organisation. Its aim is to promote the quality use of medicines, and it does this through the writing, publication and sale of Therapeutic Guidelines. The Therapeutic Guidelines range of electronic and print products is widely considered to be an unsurpassed source of best practice therapeutic information. Further information on TGL is provided at www.tg.org.au.

Therapeutic Guidelines

Therapeutic Guidelines are written principally for prescribers (general practitioners and trainee physicians in particular) to provide clear, practical, succinct and up-to-date therapeutic information for the management of patients with specific conditions.

Therapeutic Guidelines are based on the best available evidence interpreted by multidisciplinary expert groups, which include some of Australia's most eminent and respected clinical experts. Therapeutic Guidelines are regularly updated in iterative cycles.

Responsibilities

The Production Editor is responsible for key tasks in the preparation, execution, and delivery of each editorial project, working closely with all members of the production team to meet TGL publishing standards.

Administrative tasks

- Collate and distribute meeting papers when requested by an Editor.
- Co-ordinate paperwork for new projects (eg Declarations of Interest, Assignment of Copyright).
- Assist editors in the production of meeting minutes.
- Assign ISBNs and maintain listing of TG titles in bookselling industry 'In print' databases.
- Coordinate copyright permission requests (to and from TGL) and maintain records.
- Manage subscriptions and collect and maintain current, relevant information resources for the production team, including:
 - purchase of books, software and online resources; maintain records of these purchases
 - source copies of references requested by editors and expert group members; maintain records of sourced references

Editorial tasks

- Prepare manuscripts for review by the expert group.
- Prepare reports of feedback received since the last review.
- Maintain currency of pharmaceutical information in the published guidelines.
- Perform literature searches and other types of background research.
- Maintain references, indexing, metadata and cross-linking with the content management system.
- Maintain the in-house style guide.
- Conduct audits, user acceptance testing and update SOPs as necessary.
- Assist editors in carrying out their duties.

Late production tasks

- Proof-reading and copy-editing.
- Prepare manuscripts for digital and print publication (verification and typesetting).
- Check proofs from the printer.

Other duties as may be assigned by the Editorial Director or Senior Editor.

Attributes

Qualifications

Applicants must have a clinical (such as nursing) or pharmacy-related qualification.

Experience

Experience working in pharmacy, nursing or other clinical care profession is highly desirable, as is experience of health sector editing or publishing.

Skills

- Commitment to provide an excellent quality of work.
- Ability to work to deadlines.
- Excellent interpersonal and team-working skills.
- Good standard of literacy and numeracy.
- Good knowledge of Microsoft Office software.
- Experience of performing medical literature database searches.
- Ability to learn and follow procedures and attend to detail.