Position description

Digital Production Coordinator

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 digital 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. Further information on TGL's production process is provided at https://www.tg.org.au/the-organisation/production-process/.

TGL's core digital product is *eTG complete*. It is available for desktop computers and mobile devices for online and offline use. An app for Apple and Android devices is also available. *eTG complete* is used extensively in hospitals, pharmacies and general practices across Australia.

Digital Production Coordinator

The Digital Production Coordinator is responsible for key tasks in preparation, testing, and delivery of TGL's digital products. The Digital Production Coordinator reports to the Digital Production Manager and works closely with other members of the production team and marketing department. This is a full-time position.

Responsibilities

- Coordinate quality assurance of TGL's digital products before each release (checking content and functionality of software).
- Assist with user testing and UX upgrades to TGL's digital products.
- Monitor and track progress of bug fixes and functionality upgrades to digital products.
- Help update corporate website and social media sites.
- Monitor and report on website performance using data analytics.
- Assist with support queries and liaise with external developers as required.
- Keep technical documents up-to-date.
- Other tasks as required.

Skills

- Experience with digital platforms and enthusiasm for learning new systems.
- Analytical skills.
- Strong attention to detail and accuracy.
- Ability to work to deadlines.
- Commitment to providing an excellent quality of work.
- Excellent communication and interpersonal skills.
- Ability to learn and follow procedures.

Personal qualities

- Self-motivated and able to work autonomously.
- Good at problem solving.
- Keen interest in supporting a busy team.
- Ability to fit in to a small and dynamic team.
- Flexible with a "can do" attitude.
- Ability to hit the ground running.
- Ability to work in a multi-disciplinary and highly collaborative environment.
- Professional and mature approach to work.

Qualifications and experience

- A tertiary qualification in a related area is essential (eg information technology, computer science, communications, digital publishing).
- Experience with HTML, CSS and a basic understanding of JavaScript is highly desirable.
- Experience with data analysis tools (eg Google Analytics, Omniture), software testing and/or UX design is highly desirable.