

## Position description

# Senior editor

### Therapeutic Guidelines Limited

Therapeutic Guidelines Limited (TGL) is a not-for-profit organisation that prepares, publishes and distributes national medicines prescribing guidelines. The Therapeutic Guidelines (TG) range of electronic and print products is widely considered to be an unsurpassed source of best practice therapeutic information. TGL does not accept any advertising or receive any outside funding. Revenue from the sale of Therapeutic Guidelines completely finances their production. Further information is provided at [www.tg.org.au](http://www.tg.org.au).

### Position summary

As Senior Editor you will report directly to the Editorial Director and be responsible for overseeing and coordinating the activities of a subgroup of staff involved in the development of guidelines and other content for publication. This is a full-time role.

### Key responsibilities

#### Management

- Manage a subgroup of editorial and other production staff, taking responsibility for editorial training, annual performance reviews and day-to-day supervision.
- Take part in recruitment for editorial and other production staff.
- Drive innovation to improve the efficiency of the production team and process.
- Assist the Editorial Director in ensuring production deadlines are met.
- Assist the Editorial Director in managing production team meetings.
- Manage incoming requests to use TGL intellectual property.

#### Communication

- Collaborate with the Editorial Director to support the implementation of strategic initiatives.
- For projects under his/her direction, liaise with the Chair of expert group meetings to facilitate effective execution of Expert Group meetings.
- For projects under his/her direction, liaise with other departments of Therapeutic Guidelines to ensure non-editorial tasks associated with publishing a guideline project are synchronised.
- Respond to external correspondence about published material when required.

## **Editing**

- Ensure that the substance, structure, language and integrity of manuscripts are in accord with TGL standards and procedures.
- Improve the quality of the clinical content in the Guidelines.
- Develop editorial processes that maximise benefit and minimise error.
- Undertake editorial duties when appropriate.

## **Planning and strategic development**

- Scope and plan guideline projects.
- Take part in TGL's strategic planning initiatives.
- Implement operational and strategic improvements within the production team.

## **Attributes required**

### Qualifications

- Graduate qualification in pharmacy, pharmacology, medicine or health sciences.
- Qualifications in writing, editing, or publishing are desirable.

### Experience

- Experience in clinical care is essential.
- Experience of publishing is essential.
- Experience of managing a team of professionals is highly desirable.

### Skills

- Excellent written communication skills.
- Computer literacy including a high degree of proficiency in word processing.
- Ability to perform literature searches, and to read, distil and interpret the evidence.
- Exceptional interpersonal skills with a demonstrated ability to communicate easily at all levels and build relationships internally and externally.
- Attention to detail.
- Strong organisational skills, including an ability to set priorities and to pursue tasks to completion within prearranged deadlines.
- Ability to work well in a team environment.

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