

## Position description

# 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](http://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 [www.tg.org.au/index.php?sectionid=81](http://www.tg.org.au/index.php?sectionid=81).

### Responsibilities

The editors are responsible for managing and coordinating the expert groups in the development of content for Therapeutic Guidelines and editing all material to TGL standards before publication. Editors report to the Editorial Director or the Senior Editor.

#### Project management

- Manage the development of guideline manuscripts with multiple authors through to publication.
- Organise, attend and facilitate expert group meetings for the development of manuscripts.
- Complete projects within specified budgets and deadlines.
- Maintain accurate and comprehensive documentation of processes, including minutes of meetings and the basis for statements and recommendations in the guidelines.
- Adhere to TGL processes and procedures.

#### Communication

- Liaise and collaborate with the Editorial Director or Senior Editor about production schedules.
- Liaise with the Chairman of expert groups to prepare agendas and drafts for meetings.
- Liaise and collaborate with expert group members to develop content and to ensure drafts are received by prearranged dates.
- Liaise with the Health Information Officer to undertake literature searches for the expert groups.
- Liaise with the Production Officer for assistance with editorial tasks.

- Liaise with the Administrative Assistant to organise accommodation and travel arrangements for expert group members, and to collate and distribute meeting papers.
- Liaise and communicate with other sections of TGL.
- Liaise with individuals or organisations external to TGL for content review, endorsement or other engagement.
- Respond to correspondence about published material.

#### Developing content

- Edit the substance, structure, language and integrity of manuscripts in accordance with TGL standards and procedures and in consultation with the Chairman and expert group members.
- Research, review and interpret evidence, and write content for consideration by the Chairman and expert group members based on meeting discussions.
- Ensure the quality and clinical accuracy of the content and that content remains within the scope of the project throughout manuscript development.
- Prepare and finalise manuscripts for electronic and print publication.

### Attributes

#### Qualifications

- Graduate qualification in pharmacy or medicine is essential.
- Qualifications in writing, editing or publishing are desirable.

#### Experience

- Experience in clinical care is essential.
- Sound knowledge of drug therapeutics is essential, preferably in an Australian setting.
- Experience in publishing is desirable.

#### Skills

- Ability to write in a clear and concise style.
- High level of computer literacy, including a high degree of proficiency in word processing.
- Ability to perform literature searches, and to review, interpret and distil evidence.
- Well-developed interpersonal skills and ability to communicate at all levels.
- Excellent attention to detail.
- Ability to problem solve and think laterally.
- Well-developed 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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