

Position description

Publishing Director

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 to provide clear, practical, succinct and up-to-date therapeutic information for the management of patients with specific conditions.

Responsibilities

As Publishing Director you will report directly to the Chief Executive Officer (CEO) and oversee strategic and operational management of the production team. You will be responsible for content strategy and quality, including new content development and new product development.

Leadership and strategy

- work with the CEO to develop and implement strategic goals and activities.
- define quality as it relates to content and products, and ensure standards are upheld.
- define, communicate and deliver the production team's short- and long-term objectives.
- develop TGL policies, and ensure that they are communicated to and followed by the production team.
- delegate responsibilities to, and supervise the work of, senior editors, medical advisors, and the digital production manager, providing guidance and motivation to improve performance.
- oversee the management of the production team
- ensure training and development needs for the production team are met.
- foster excellent relationships with stakeholders, particularly expert group members, and represent TGL at meetings and conferences.

Content and products

- continuously improve TGL's methodology for guideline creation.
- ensure projects are appropriately planned and coordinated.
- ensure budgets and timelines for projects are met.
- ensure appropriate quality control measures are implemented and followed.
- analyse problems and provide solutions that promote growth and innovation.
- ensure production software systems meet the needs of users, both internal and external.
- drive a user-focused expansion of TGL's digital product suite.

Attributes

Qualifications

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

Experience

- At least 6 years' experience in a senior editorial role is essential.
- Experience of a management role in a publishing company is desirable.
- Broad healthcare sector knowledge is essential including familiarity with key players in the field of quality use of medicines.
- Experience of working in clinical care is essential.
- Knowledge of current developments in medical information publishing and digital publishing is essential.
- Knowledge of guideline development methodologies is essential.

Skills

- Exceptional interpersonal skills with a demonstrated ability to communicate easily at all levels and build relationships internally and externally.
- Project management skills.
- Ability to supervise, motivate, and develop a large team of people.
- XML programming knowledge is highly desirable.