

Position Title	Senior Editor (Publications)	Reporting to	National Manager, Content & Creative
Department	Strategic Marketing & Communications	Direct reports	Nil
Classification	D	Employment Status	Full-Time Permanent (1.0 FTE)
Position number	100773	Date	December 2020

The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 41,000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia". We provide skills and knowledge assessment, educational training and ongoing professional development for practicing GPs. We develop resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

Our Values

RACGP Employees uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower staff to create and drive innovation



Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Your Team

The Strategic Marketing & Communications department sits within the Membership division, which leads national strategic and operational outcomes in promoting a career in general practice, member engagement, retention, acquisition, membership policy and revenue-generation.

The three teams within Strategic Marketing & Communications include Strategy & Performance, Marketing & Communication and Content & Creative. With a member-first lens, they develop and implement strategic brand, communication and marketing campaigns and initiatives, and apply creative multimedia and design solutions to promote RACGP member services, events and resources. Collectively the department is responsible for:

- marketing, content and communication strategy
- brand and profile-building
- marketing campaigns
- internal and external communication strategy
- audience and consumer insights
- creative multimedia and design solutions
- website management and content
- corporate and public affairs
- supporting political advocacy efforts
- public relations and helping to build and protect the reputation of the RACGP
- media management and spokespeople relations
- social media.

Your Role

As Senior Editor you will be responsible for providing editorial support to the RACGP in the production of standards, guidelines and other member resources. Currently RACGP produces over 40 resources per year. You will also be required to provide support in the production of AJGP, Check and newsGP.

As Senior Editor you will also work with managing editors, medical editors and production staff to ensure that all documents are edited to a high standard and all content is editorially and grammatically sound.

The Senior Editor will:

- Ensure consistent application of editorial, brand voice and house style to all RACGP publications.
- Provide publishing advice to internal stakeholders to assist in the development of RACGP products according to RACGP standards.
- Ensure efficiency, quality and accuracy in publication of RACGP products through advising and mentoring of editorial staff.

- Ensure materials in core publications and RACGP products comply with copyright and other relevant laws and regulations; including Committee of Publications Ethics (COPE) and Medicines Australia Code of Conduct.
- Contribute to the development of digital products.

Key responsibilities

- Oversee editorial standards, including:
 - Maintain the RACGP's editorial style guide, and regularly review and update the guide to ensure it reflects current guidelines and practice.
 - Ensure consistent application of editorial and house style to all RACGP products submitted to Publications.
 - Develop and monitor unit editorial processes to ensure accuracy, consistency and efficiency.
- Copyright and regulatory compliance, including:
 - Oversee the copyright and permissions processes for all external requests to reproduce RACGP materials.
 - Ensure processes and materials in RACGP publications comply with copyright and other relevant laws and guidelines; including the Medicines Australia Code of Conduct.
- Production support, including:
 - Provide publishing advice to internal stakeholders to assist in the development of RACGP products according to RACGP standards.
 - Work to timelines agreed with production department to ensure deadlines are met.
- Participate in the RACGP Performance Review Cycle.
- Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
- Other duties as required.

Environment, health and safety

1. Complies with the RACGP's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the RACGP in relation to activities taken by the RACGP to comply with OH&S and environmental legislation.

Equity, diversity and inclusion

1. Models and promotes appropriate behaviour in relation to equity and diversity principles and practices.
2. Embraces RACGP's equity and diversity initiatives, strategies and implementations in staff equity/diversity related areas, promotion of staff equity and diversity policy/training and RACGP's Reconciliation Action Plan.

Your relationships

Internal:

- Content & Communication
- Membership Operations
- Events & Experience
- State and national faculties
- Policy, Practice and Innovation
- Finance
- Membership
- Education Services
- Fellowship Pathways
- IT
- Legal

External:

- Authors
- Freelance staff
- relevant GP and primary healthcare organisations
- Suppliers
- Corporate partners
- RACGP members

Key selection criteria

Experience, Knowledge and Skills

Essential

- significant editing experience preferably in a healthcare, medical or scientific environment
- experience managing production and editorial processes for multiple titles
- demonstrated knowledge and experience with permissions and copyright
- knowledge of publishing software
- proven ability to meet deadlines

Desirable

- experience managing editorial/production teams in healthcare or medical publishing
- demonstrated experience in project management

- RACGP Educational Activity Representative accreditation
- understanding of the Australian legal and regulatory environment in relation to medical education and sponsorship/advertising, eg Medicines Australia Code of Conduct
- demonstrated knowledge of publishing recommendations, guidelines and processes including COPE and ICMJE.

Qualifications

Essential

- an undergraduate degree in communications, editing or a related field
- a health, medical research or life sciences qualification or subsequent significant editing experience

Desirable

- postgraduate qualification in communications, editing or a related field

Workplace behaviours

In your role, you are expected to:

- Positively influence others
- Take initiative
- Focus on service
- Make effective decisions
- Be transparent
- Be respectful
- Be emotionally intelligent
- Be flexible and adaptive
- Strive for excellence
- Demonstrate integrity
- Be accountable
- Collaborate

Classification description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

Declaration

I acknowledge that I have read and understood the **Senior Editor (Publications)** position description which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements.

Employee: _____(signature) Date: _____

This Position Description is approved by:			
H.R	(signature)	Date	December 2020