

Position Description

Position Title	Editor	Reporting to	Publications Manager
Business Unit	Marketing & Commercial	Direct reports	n/a
Classification	Level C	Date	June 2023

Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

Our Values

RACGP Employees are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower employees 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 RACGP delivers the Profession-Led, Community-Based Training Program (PLT) which is the specialist training program to train medical doctors in general practice as a key component of the Department of Health's Australian General Practice Training (AGPT) Program.

Member Engagement exists to connect our members to the RACGP and each other through relevant and timely communication, personalised products, and services that support our members and their profession.

The Marketing and Commercial department:

- Is responsible for Australian General Practitioners Training (AGPT) marketing and campaigns, the strategic marketing and lifecycle management of RACGP's products and services, commercial partnership revenue generation and industry engagement via events and conferences;
- Acts as an internal service to the business through the provision of creative, business development, event delivery and product management expertise; and
- Makes an important contribution to the revenue of the organisation while staying true to RACGP's values and brand

The Brand and Creative Services function is an integral shared service to the organisation, responsible for providing a collaborative and efficient internal creative service across the business and leading the creative process from concept to delivery of visual assets and campaigns. The Brand and Creative Service function includes graphic design, digital content, editorial, eDM and production.

Your Role

Working closely with the Senior Editor, you will be responsible for providing editorial support to the RACGP production of the AGPT program and other training materials and standards, guidelines and other member resources, including AJGP and check. Currently RACGP produces over 40 resources per year.

Providing valuable and high quality support to the team, you will work collaboratively with the broader production, marketing, copywriter, medical editors and editorial teams to ensure that all documents are edited to a high standard and all content is editorially and grammatically sound and the RACGP's brand voice and standards are maintained.

Key Responsibilities

- Provide efficient and effective support including:
 - Ensuring RACGP editorial standards and processes are consistently applied, including editorial style, brand voice etc
 - Compliance with copyright and regulatory requirements and other relevant laws and guidelines
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 - Providing efficient production support including ensuring agreed timelines are met and publishing advice is provided in a timely manner.
- Comply with all relevant workplace policies and procedures.
- Other duties as required

Qualifications and Experience

Essential

- Degree in communications, editing or related field
- Demonstrated medical and scientific editing experience or significant journal publishing experience

- Experience and understanding of production and editorial processes
- Demonstrated knowledge and experience with permissions and copyright
- Knowledge of publishing software
- Proven ability to meet deadlines
- Exceptional team player, with strong communication and interpersonal skills
- Outstanding organisational and time management skills
- Great attention to detail
- Strong analytical and problem-solving skills

Highly desirable

- Professional member of IPEd or CIEP
- InDesign
- Web building

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Marketing and Commercial department
- Member and External Communications department
- Member Engagement business unit
- Policy and Advocacy business unit
- Education business unit
- Training business unit
- Business Services business unit

External:

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