

## JOB DESCRIPTION

**POST:** Production Editor  
**DEPARTMENT:** Publishing  
**RESPONSIBLE TO:** Head of Publishing  
**RESPONSIBLE FOR:** N/A  
**BAND:** 2B

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## JOB SUMMARY

The role of the Production Editor is primarily to oversee the content and production of the *Bulletin* and the *FDJ* for online and print, as well as to provide design and typesetting support to the Publishing Department for internal publishing projects.

## SPECIFIC DUTIES AND RESPONSIBILITIES

### Journals

- To typeset the *Bulletin* and the *FDJ*.
- To prepare, in consultation with the Head of Publishing, the production schedule for the *Bulletin* including setting deadlines for contributors.
- To liaise with the internal and external customers who advertise in the *Bulletin* and the *FDJ*.
- To carry out picture research (for the front cover of the *Bulletin* and to accompany articles).
- To sign off the *Bulletin* for press and deliver artwork that meets industry standards to the printer.
- To be responsible for the *Bulletin* inbox and respond to queries about the department and its work.
- Prepare digital files for XML conversion and deliver to the external typesetters.
- To coordinate the upload of *Annals* and *Bulletin* content to digital content platforms (both those of the RCS and of third parties) and ensure the availability, accessibility and accuracy of the content.
- To create and send e-TOC alerts to the membership for the *Bulletin* and *Annals*.

### Other publications

- To contribute where required to the design and typesetting of other RCS publications for internal and external customers.
- To project manage internal publishing projects.

**General**

- To ensure all information on the publications sections of the RCS website and intranet as well on third party platforms is available, accessible and accurate.
- Any other tasks related to work of the Publishing Department as assigned by the Head of Publishing.

**This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.**

**All RCS employees are responsible for records held, created or used as part of their work for the RCS including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the General Data Protection Regulation. Employees should have read and understood the RCS's Records Management Policy and should follow all agreed records management procedures, seeking advice where necessary.**

May 2019

## PERSON SPECIFICATION

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**DEPARTMENT:** Publishing  
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**RESPONSIBLE FOR:** N/A  
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Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree standard or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Journalism</li> <li>• Full-time or part-time publishing qualification</li> <li>• Graphic design qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of typesetting in an academic or commercial environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the not-for-profit sector</li> <li>• Experience of working in the healthcare sector</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>• Proficient at using Adobe Creative Suite, particularly InDesign, Photoshop, Illustrator and Acrobat</li> <li>• Proficient at using MS Office products, particularly MS Word and Excel</li> <li>• Good communication skills with internal and external clients and suppliers</li> <li>• Excellent organisational and time management skills</li> <li>• Ability to work to deadlines and oversee the approval of copy and page proofs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using a content management software tool</li> <li>• Good understanding of the healthcare sector</li> <li>• Internet research skills</li> <li>• Familiarity with medical terminology</li> <li>• Graphic design background</li> <li>• Familiarity with image copyright</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Flexible and highly motivated</li> <li>• Excellent attention to detail</li> <li>• Able to work on own initiative and as a team-player</li> <li>• Good interpersonal skills and confidence in communicating with people at a senior level</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in working in the not-for-profit sector</li> </ul>

The post holder will also need to demonstrate the following **values and behaviours**:

**Diversity** - we value *diversity* and treat each other with respect.

- I listen effectively and treat each person as an individual
- I value people with different skills, expertise and knowledge to myself
- I ensure that everyone I meet feels welcomed at the college
- I trust the people I work with and know they will work to their best ability
- I am inclusive and build good relationships with everyone I work with
- I take time to understand different views to myself for the sake of the college

**Improvement** - we seek continuous *improvement*, and improvement requires change.

- I use my expertise to question, challenge and improve the way we carry out our tasks
- I identify opportunities to innovate and present ideas to improve our products and service
- I am open and positive to new ideas and ways of working which help the college
- I adapt to change positively
- I help my manager communicate change to others
- I learn from my mistakes and do things differently as a result

**Responsibility** - we take personal *responsibility* for all we do.

- I set challenging goals for myself
- I deliver what I say I will deliver
- I take informed decisions which are within my control and hold myself accountable for them
- I take initiative and am proactive in all I do
- I constantly work to the best of my ability
- I work with integrity in the best interests of the College and its priorities

**Collaborative** - we are *collaborative*, both across the College and with our stakeholders across the world.

- I build positive relationships with the people I work with
- I work collaboratively with others to deliver exceptional performance
- I always work for the greater good of the College
- I highlight behaviours which are inconsistent with the College standards
- I consistently live the College values
- I involve others in key decisions I take at work

**Prudent** - we are *prudent* in our use of resources.

- I deliver excellent work and customer service with the resources available to me
- I am efficient with the resources I use

- I find effective solutions to problems
- I escalate issues quickly when resources are stretched
- I prioritise my work effectively
- I follow the rules at work so that I minimise risks to the College

**Professional development** - *we are committed to personal **professional development** that benefits the individual and the College.*

- I seek learning opportunities for my personal and professional development
- I support, encourage and help my colleagues to develop
- I put my learning into practice in my role
- I ask for regular and honest feedback on my performance and learn from what is said
- I create opportunities to share my knowledge within and across teams
- I know my areas of expertise and convey this with confidence to my colleagues

**The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.**

**The Royal College of Surgeons of England is an Equal Opportunities Employer.**

May 2019