



Royal Pharmaceutical Society of Great Britain

J O B D E S C R I P T I O N

DIGITAL DEVELOPMENT ASSISTANT (REF. PUB-BFD-6)

Location: Lambeth, Central London
Reports to: Assistant Editor: Clinical Computing Systems
Job Family: Support III / Grade 3

JOB PURPOSE

To assist in the production and development of print and digital versions of the British National Formulary and associated publications so that they remain central to the delivery of knowledge to healthcare professionals.

In particular, to assist in the production of digital versions of the BNF by integrating coding and cross-referencing schemes into the BNF knowledge base, and to ensure that distributed BNF digital products are of high quality and provide access to the data in a secure and helpful way.

MAIN ACCOUNTABILITIES

1. Using the bespoke content management system, process updates to BNF publications written by the editorial team, and develop the utility of the content through the addition of XML tags;
2. Incorporate codes into BNF publications that facilitate interoperability between these publications and other digital resources;
3. Assist in the implementation of new cross-referencing functionality within BNF publications;
4. Work with BNF editors to ensure consistency of data structures;
5. Work with BNF editors to ensure that digital versions display BNF knowledge accurately and securely;

6. Assist with assuring the quality of third-party systems that incorporate BNF data;
7. Assist others in the team where and when required;
8. Assist the BNF's managing editors in the discharge of their duties.

SUCCESS MEASURES

- Quality of work in the content management system; minimal correction required by editors;
- Shows understanding of the coding schemes and policies and implements them appropriately;
- Understands and accurately maintains the complex web of cross-references used in BNF publications with minimal support;
- Understanding of policies, procedures, and remit of BNF publications;
- Effective working relationships and communication with co-workers, editorial team, knowledge services team, and members of other organisations.

KNOWLEDGE & SKILLS FOR THIS JOB

- Experience of working in healthcare and preferably familiar with using the BNF. A degree (or equivalent) in a life science, pharmacy, or nursing would be beneficial but is not essential;
- A high level of competency with the use of computer technology and a range of software applications;
- Excellent written and oral communication skills with the ability to present complex information with lucidity;
- Demonstrates an analytical and methodical approach to work; able to follow instructions and apply logical rules;
- Ability to prioritise and organise own workload, whilst continuing a commitment to personal development.

HIGH PERFORMANCE COMPETENCIES FOR THIS JOB

1. Personal Organisation	
Level 2	Well organised and plans ahead. Good time manager, anticipating and resolving difficulties
2. Concern for Quality	
Level 3	High concern for order and quality. Good instinct for what needs checking/reassessing
3. Problem Solving	
Level 3	Good decision making judgement, looking behind the immediate issues and reaching practical/acceptable solutions
4. Innovation	
Level 3	Comes up with new and imaginative ways of approaching tasks and projects, challenging accepted ways of working
5. Communications	
Level 2	Clear and concise communicator, expressing themselves both verbally and in writing, with good awareness of their impact on others
6. Team working	
Level 2	Shows enthusiasm for working with others, sharing knowledge, keeping them informed and interacting and responding positively
7. Initiative	
Level 3	Looks ahead for opportunities. Is quick to take responsibility. Looks beyond established procedures and practices for ways of solving problems
8. Ownership	
Level 3	Takes full ownership. Demonstrates focused determination to complete work on time. Seen as reliable, trustworthy and dedicated. Demonstrates personal flexibility and commitment to get the job done

TERMS AND CONDITIONS

Salary

The salary for this post is circa £24,500 - £27,000 pa. Salaries are normally reviewed in June of each year.

Hours

The weekly hours are 35, Monday to Friday. There is a flexitime system in operation within the Society, the core hours of attendance being 10.00 a.m. to 12.00 noon and 2.00 p.m. to 4.00 p.m. per day.

Holidays

Holiday entitlement for this post is 25 working days pa plus all Bank Holidays.

Pension

As a non-contractual benefit, the Society offers a Group Stakeholder pension plan insured with Aegon/Scottish Equitable. In order to join, an employee must currently contribute a minimum of 5% of salary and the Society will then also make a contribution.

The Society's current contributions for members are as follows:

- Aged less than 30 years 8%
- Aged 30 but less than 40 years 10%
- Aged 40 but less than 50 years 12%
- Aged 50 and less than 65 years 13%

(The Society reserves the right to withdraw this Group Stakeholder pension plan, and its terms may alter).

The Society offers, as a further non-contractual benefit to employees who join the Group Stakeholder pension plan, death in service life cover of 4 x salary at no cost to the employee.

Medical insurance

The Society currently offers a corporate private healthcare insurance scheme in conjunction with the Insurers BUPA. All Society staff are eligible (subject to the rules of the scheme from time to time) to join the scheme, payment for which will be via deductions from monthly salary. Details of the scheme and current rates are available from the HR Department. The Society

reviews its healthcare provision on an annual basis. The offer of any Healthcare provision, membership of a particular scheme, or an affiliation to a particular supplier is not a contractual entitlement and can be withdrawn or changed by the Society collectively or individually at any time.

Other benefits

Interest free season tickets loans are available to staff after successful completion of a probationary period. Subsidised staff restaurant facilities are available.

Location

The position is based in the Society's Headquarters, 1 Lambeth High Street, London SE1 7JN, within walking distance of Waterloo, Lambeth North and Vauxhall stations. The Headquarters is located at Lambeth Bridge overlooking Lambeth Palace and the Thames. The Society operates a 'non-smoking' policy throughout its premises.