



Royal Pharmaceutical Society of Great Britain

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

STAFF EDITOR I & II (Ref. PUB-BFE-38)

Directorate: RPS Publishing
Location: Lambeth, Central London
Reports to: Managing Editor: Knowledge Creation
Job Family: Editor I / Grade 4

JOB PURPOSE

To assist in the production of the British National Formulary and associated publications including digital versions of BNF publications.

MAIN ACCOUNTABILITIES

- To review BNF content in the light of emerging information from various sources (e.g. guidelines, manufacturer literature, journal articles, expert advisers, statutory information) and selecting information for possible incorporation into BNF publications;
- To prepare changes in BNF publications and check amendments for accuracy, appropriateness, style, and consistency;
- To prepare information for relevant committees in a clear and concise manner;
- To assist in the maintenance of information systems and editorial procedures;
- To maintain external relationships with expert advisers and other professional bodies;
- To participate in the training of new staff;
- To contribute to market research (e.g. surveys, focus groups) and other activities that support the future development of the publication.

SUCCESS MEASURES

- Quality of writing and editing; minimal input from senior editor;
- Understanding of policies, procedures, and remit of BNF publications;
- Timely production of BNF publications of good quality;
- Effective working relationships and communication with co-workers, committee members, advisers, and members of other organisations;
- Appreciation of changing market forces and how they affect the development of BNF publications.

HIGH PERFORMANCE COMPETENCIES FOR THIS JOB

The following are particularly critical:

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.

The other competency levels for this role would typically be as follows:

3. Problem Solving	
Level 2	Breaks down problems into logical steps. Understands the key issues and can think around them, or;
Level 3	Good decision making judgement, looking behind the immediate issues and reaching practical/acceptable solutions.
4. Innovation	
Level 2	Puts forward ideas on how things could be done more effectively, or;

Level 3	Comes up with new and imaginative ways of approaching tasks and projects, challenging accepted ways of working.
5. Communication	
Level 2	Clear and concise communicator, expressing themselves both verbally and in writing, with good awareness of their impact on others, or;
Level 3	Clearly expresses complex ideas and information, using appropriate styles and approaches for different audiences.
6. Teamworking	
Level 2	Shows enthusiasm for working with others, sharing knowledge, keeping them informed and interacting and responding positively.
7. Initiative	
Level 2	Proactive and self starting, including keeping own knowledge/expertise up to date. Does not need to be asked, needing minimal supervision, or;
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 2	Takes responsibility. Strives to finish off tasks to acceptable standard and asks for more work, or;
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.

KNOWLEDGE & SKILLS FOR THIS JOB

- A UK registered pharmacist with broad experience in clinical pharmacy and a sound knowledge of drug therapy and preferably with relevant higher qualifications;

- Excellent written and oral communication skills with the ability to present complex information with lucidity;
- Ability to prioritise and organise own workload, whilst continuing a commitment to personal development;
- Ability to develop and maintain good working relationships both within and outside the society;
- Ability to work effectively within a team, often to tight deadlines;
- Experience of, or an interest in, information technology.

The above criteria are not exclusive or exhaustive and may alter depending on the needs of the Society.

TERMS AND CONDITIONS

Salary

The salary range for these positions is £33,000 - £38,000 pa. Salaries are normally reviewed in June of each year.

Hours

The weekly hours are 35. 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.

Return of applications

Applications should be returned to:

recruitment@rpsgb.org

or

Recruitment,
Human Resources,
The Royal Pharmaceutical Society of Great Britain,
1 Lambeth High Street,
London, SE1 7JN