**RCNi**

**Role description**

**Title** Senior Clinical Editor, Nursing Standard

**Department** Editorial

**Reporting to** Evidence & Practice Editor

**Hours** Full time

**Contract:** Permanent

**Grade** 3

**Salary** £32,258

**Location** The Heights, 59-65 Lowlands Road, Harrow-on-the-Hill, HA1 3AW

**Overall aims**

**1. Edits clinical articles, continuing professional development (CPD) materials, clinical resources and related content.**

**2. Contributes to the development of a range of content and resources.**

**3. Promotes RCNi through social media and similar platforms.**

**4. Liaises with staff across other departments.**

**5. Stands in for the Evidence & Practice Associate Editor when required.**

**Specific aims**

**1. Edits clinical articles, continuing professional development (CPD) materials, clinical resources and related content.**

* Edits clinical articles, CPD materials, clinical resources and related content under the direction of the Evidence & Practice Associate Editor.
* Takes responsibility for knowing the RCNi house style, and edits content accordingly.
* Maintains up-to-date knowledge of libel and copyright law, and applies this in practice.
* Researches sources of information to ensure that clinical articles, CPD materials, clinical resources and related content are accurate and up to date.
* Ensures that references are appropriate and checked for accuracy.
* Liaises with authors and reviewers throughout the commissioning, peer review, production and proof reading process, and escalates disputes that cannot be resolved.

**2. Contributes to the development of a range of content and resources.**

* Participates at meetings of the Evidence & Practice advisory panel.
* Maintains knowledge of professional developments that affect nursing.
* Develops contacts and ongoing relationships with relevant press officers, nurses and other stakeholders.
* In liaison with the Evidence & Practice Associate Editor, assists in commissioning appropriate articles and educational materials for RCNi.

**3. Promotes RCNi through social media and similar platforms.**

* Develops a personal profile on Twitter and similar channels.
* Uses social media to promote content from all RCNi products.
* Monitors competitor activity.

**4. Liaises with staff across other departments.**

* Participates in editorial planning meetings.
* Supports editorial campaigns by contributing ideas.

**5. Stands in for the Evidence & Practice Associate Editor when required.**

* Provides cover for the Evidence & Practice Associate Editor when required.
* Acts as an ambassador for RCNi at all times.
* Attends conferences and meetings, works away from the office and stays away overnight as required.
* Acts as a role model for other members of the Evidence & Practice team.
* Embraces and demonstrates RCNi’s values and core behaviours.
* Performs any other duties commensurate with this level of post as required by the Editorial Director.

**RCNi strives to provide equality of opportunity and the post holder must be sensitive to this organisational objective at all times.**

Prepared by Graham Scott, Editorial Director, December 2015