RCNi

PERSON SPECIFICATION FORM

**POST:** **SENIOR CLINICAL EDITOR**

**DEPARTMENT: EDITORIAL**

Key: A/F = Application Form, A/I = assessment and/or interview

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| **EDUCATIONAL REQUIREMENTS** | **A/F** | **A/I** |
| EssentialFirst degree or equivalentDesirableGraduate in English or a life science | XX |  |
| **PROFESSIONAL/TECHNICAL & OCCUPATIONAL TRAINING** | **A/F** | **A/I** |
| DesirableQualification in publishing or editing, or APEL equivalentQualification in nursing or an allied health professionUp-to-date knowledge and understanding of laws relating to libel and copyright | XXX |  |
| **EXPERIENCE** | **A/F** | **A/I** |
| EssentialEvidence of having edited professional and/or scientific content for journal publication in print and onlineEvidence of substantial editing and rewritingEvidence of working with authors throughout the publication processDesirableKnowledge of relevant referencing systems and their application in practiceAn understanding of how social media works and its importanceWorking as a nurse or healthcare professional | XXXX | XX |
| **SKILLS & KNOWLEDGE** | **A/F** | **A/I** |
| EssentialKnowledge of current nursing issuesA willingness and ability to create and maintain a high-performance culture within the clinical team, and across the editorial department and the company as a wholeGood organisational skillsAbility to communicate effectively both orally and in writing |  | XXXX |
| **OTHER REQUIREMENTS** | **A/F** | **A/I** |
| EssentialAble to work autonomously while meeting the competing needs of a line manager and wider teamAbility to act as an ambassador for the company at all timesUnderstands what is meant by ‘equality of opportunity’ and is sensitive to this organisational objective at all timesDesirableAvailability to undertake overnight stays, sometimes at short notice |  | XXXX |

Person Specification Reviewed by: GRAHAM SCOTT

Reviewed: DECEMBER 2015