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** |
| Essential  First degree or equivalent  Desirable  Graduate in English or a life science | X  X |  |
| **PROFESSIONAL/TECHNICAL & OCCUPATIONAL TRAINING** | **A/F** | **A/I** |
| Desirable  Qualification in publishing or editing, or APEL equivalent  Qualification in nursing or an allied health profession  Up-to-date knowledge and understanding of laws relating to libel and copyright | X  X  X |  |
| **EXPERIENCE** | **A/F** | **A/I** |
| Essential  Evidence of having edited professional and/or scientific content for journal publication in print and online  Evidence of substantial editing and rewriting  Evidence of working with authors throughout the publication process  Desirable  Knowledge of relevant referencing systems and their application in practice  An understanding of how social media works and its importance  Working as a nurse or healthcare professional | X  X  X  X | X  X |
| **SKILLS & KNOWLEDGE** | **A/F** | **A/I** |
| Essential  Knowledge of current nursing issues  A 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 whole  Good organisational skills  Ability to communicate effectively both orally and in writing |  | X  X  X  X |
| **OTHER REQUIREMENTS** | **A/F** | **A/I** |
| Essential  Able to work autonomously while meeting the competing needs of a line manager and wider team  Ability to act as an ambassador for the company at all times  Understands what is meant by ‘equality of opportunity’ and is sensitive to this organisational objective at all times  Desirable  Availability to undertake overnight stays, sometimes at short notice |  | X  X  X  X |

Person Specification Reviewed by: GRAHAM SCOTT

Reviewed: DECEMBER 2015