

## Position description

# Editor I

### Therapeutic Guidelines Limited

Therapeutic Guidelines Limited (TGL) is an independent not-for-profit organisation. Its aim is to promote the quality use of medicines, and it does this through the writing, publication and sale of Therapeutic Guidelines. The Therapeutic Guidelines range of electronic and print products is widely considered to be an unsurpassed source of best practice therapeutic information. Further information on TGL is provided at [www.tg.org.au](http://www.tg.org.au).

### Therapeutic Guidelines

Therapeutic Guidelines are written principally for prescribers (general practitioners and doctors-in-training in particular) to provide clear, practical, succinct and up-to-date therapeutic information for the management of patients with specific conditions.

Therapeutic Guidelines are based on the best available evidence interpreted by multidisciplinary expert groups, which include some of Australia's most eminent and respected clinical experts. Therapeutic Guidelines are regularly updated in iterative cycles.

### Responsibilities

The Editors are responsible for the development of content for TGL. This includes managing and coordinating the expert groups and ensuring that all material meets TGL standards. As an Editor I, you will learn and apply TGL production processes and develop editorial skills. Editors report to the Senior Editors.

#### Project management

- With oversight from the Senior Editor, manage the development of guideline manuscripts through to publication.
- Take part in expert group meetings.
- Complete projects to planned deadlines.
- Maintain accurate and comprehensive documentation, including minutes of meetings and the basis for statements and recommendations in the guidelines.
- Adhere to TGL processes and procedures.
- Maintain and update Standard Operating Procedures with oversight from Editor IIs.

#### Communication

- Liaise and collaborate with the Senior Editor about production schedules.
- Liaise with the Medical Advisor who is Chair of the expert group to prepare agendas and drafts of guideline manuscripts for meetings.

- Liaise with the Assistant Editor for assistance with editorial tasks.
- Liaise with the Administrative Assistant to organise accommodation and travel arrangements for expert group members.
- When necessary, liaise with individuals or organisations external to TGL for content review.
- With oversight from the Senior Editor, respond to correspondence about published material.

#### Developing content

- With oversight from the Senior Editor and the Medical Advisor who is the Chair of the expert group, collaborate with expert group members to develop content, ensuring drafts are prepared by prearranged dates.
- With oversight from the Senior Editor, edit the substance, structure, language and integrity of manuscripts in accordance with TGL standards.
- Research, review and interpret evidence, depending on the requirements of the project.
- Ensure the quality and clinical accuracy of the content and that content remains within scope.
- Prepare and finalise manuscripts for electronic and print publication.

#### Attributes

##### Qualifications

- Graduate qualification in pharmacy, pharmacology, medicine or health sciences is essential.
- Qualifications in writing, editing or publishing are desirable.

##### Experience

- Experience in clinical care is essential.
- Experience in publishing is desirable.
- Sound knowledge of drug therapeutics, preferably in an Australian setting, is desirable.

##### Skills

- Ability to write clearly and concisely.
- High level of computer literacy, including a high degree of proficiency in word processing.
- Ability to perform literature searches, and to review, interpret and distil evidence.
- Well-developed interpersonal skills and ability to communicate at all levels.
- Excellent attention to detail.
- Ability to problem solve and think laterally.
- Well-developed organisational skills, including an ability to set priorities and to pursue tasks to completion within prearranged deadlines.
- Ability to work well in a team environment.

---

**Document information**

File name: Editorl\_PositionDescription2016.docx  
Updated by: Alli Patterson and Leigh-Anne Claase  
Date printed: 27 July 2018