Position description

Assistant Editor

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 digital 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.

Therapeutic Guidelines

Therapeutic Guidelines are written principally for prescribers (general practitioners and trainee physicians 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.

TGL's core digital product is *eTG complete*. It is available for desktop computers and mobile devices for online and offline use. An app for Apple and Android devices is also available. *eTG complete* is used extensively in hospitals, pharmacies and general practices across Australia.

Responsibilities

The Assistant Editor is responsible for key tasks in the preparation, execution, and delivery of each editorial project, working closely with all members of the production team to meet TGL publishing standards.

Administrative tasks

- Collate and distribute meeting papers when requested by an Editor.
- Coordinate paperwork for new projects and at the end of projects (eg Declarations of Interest, Assignment of Copyright, acknowledgements).
- Assist editors in the production of meeting minutes.
- Coordinate copyright permission requests (to and from TGL) and maintain records.
- Manage subscriptions and collect and maintain current, relevant information resources for the production team, including:
  - purchase of books, software and online resources; maintain records of these purchases
  - source copies of references requested by editors and expert group members; maintain records of sourced references
- Assign ISBNs and maintain listing of TG titles in bookselling industry 'In print' databases.
- Assist in managing the Evaluation Network, supporting communication, including new members and conducting surveys

Editorial tasks

- Prepare manuscripts for review by the expert group.
- Prepare graphics to be used in the guidelines.
- Answer simple feedback queries
- Prepare reports of feedback received since the last review.
- Assist to maintain currency of pharmaceutical information in the published guidelines.
- Perform literature searches and other types of background research.
- Maintain references, indexing, metadata and cross-linking with the content management system.
- Maintain the in-house style guide.
- Conduct audits to review processesand update SOPs as necessary.

Late production tasks

- Proof-reading and copy-editing.
- Prepare manuscripts for digital and print publication (verification and typesetting).
- Organise print runs (including reprints) with the printer.
- Check proofs from the printer.
- Assist with marketing communications as required (eg proof-reading of tweets).

Digital production tasks

- Work closely with the digital production team to manage transformation of updated content from Word manuscript into TGL's digital products.
- Coordinate quality assurance of TGL's digital products before each release (checking content and functionality of software).

Assist Editors and Editorial Director as required.

Attributes

Qualifications

Applicants must have a clinical (such as nursing) or pharmacy-related qualification.

Experience

- Experience working in pharmacy, nursing or other clinical care profession is highly desirable, as is experience of health sector editing or publishing.
- Experience of performing medical literature database searches is desirable.
- Experience with digital software used in project management and publishing is desirable.

Skills

- Commitment to provide an excellent quality of work.
- Strong attention to detail and accuracy.
- Ability to follow procedures and enthusiasm to learn new systems
- Ability to work to deadlines.
- Excellent communication and interpersonal skills.
- Good knowledge of Microsoft Office software. Experience of using InDesign, Illustrator or Photoshop is desirable.

Personal qualities

- Self-motivated and able to work autonomously.
- Good at problem solving.
- Keen interest in supporting a busy team.
- Flexible with a "can do" attitude.
- Professional and mature approach to work.