

JOB DESCRIPTION

Vacancy reference:	SRF34203
Post Title:	Content Editor
Grade:	5
School/Department:	Henley Business School, Learning Resources
Reports to:	Editorial and Design Services Manager
Responsible for:	n/a

Purpose

To provide professional editorial services, technical solutions and design support for the production and publication of web- and print-based content, including course materials and supporting documentation, video content, marketing content and academic papers.

Working with academics, programme managers, marketing colleagues, administrators and other internal clients across Henley Business School, the role plays an important part in ensuring Henley Business School presents a consistent, high-quality, professional image to potential and current students/programme participants and other relevant audiences.

Main duties and responsibilities

Content editing and production

- You will edit, rewrite and proofread a range of content, working to the highest production standards and ensuring content meets the needs of the target audience. Your editorial decisions will ensure content is trustworthy, professional and reflects the Henley Business School brand.
- You will edit, proofread and format research papers according to the house styles of various international journals. In supporting our academics in the publication of their research, you will play a part in maintaining and developing the academic reputation of the Business School.
- You will publish course materials as PDFs and HTML pages, using word-processing and web-authoring software.
- You will edit closed captions and create transcripts for video content to ensure full accessibility.
- You will provide editorial advice and guidance to stakeholders and be comfortable with iterating content in response to stakeholder feedback.
- You will work with colleagues to ensure compliance with legal and regulatory requirements in terms of data protection and copyright, as well as with Business School and University policies.
- You will provide advice to colleagues to ensure content is produced in line with the requirements of the Business School brand guideline, style guide and tone-of-voice guidelines, content policy and content management systems.

Technical solutions and design support

- You will develop and implement technical solutions, such as interactive PDFs and MS Word templates, to enable internal clients to produce their own content according to brand guidelines.
- You will advise and support clients from across the Business School in troubleshooting various print and digital outputs.
- You will create illustrations, such as academic-level figures and graphics, for use in course materials, using Adobe InDesign and Illustrator.
- You will provide design support to the team's Graphic Designers in the production of a variety of content for print and web, such as posters, signage, communications, marketing materials and brochures, according to brand guidelines, using Adobe InDesign.

Management

- You will manage and build relationships with key stakeholders and clients across the Business School to deliver content needs on time and to a high standard.
- You will undertake any other such duties as may from time to time be assigned by the Editorial and Design Services Manager.

Supervision received

The post-holder will take direction from the Editorial and Design Services Manager but will be autonomous in managing their day-to-day workload.

Supervision given

n/a

Contact

The post-holder will be required to have significant liaison with academics, programme managers, marketing colleagues, administrators and other internal clients across Henley Business School.

Terms and conditions

This post is a permanent, full-time (36 hours per week) position (although we are willing to negotiate some flexibility for the right candidate). The post is mainly based at the Greenlands campus (Henley-on-Thames) but the post-holder may be required to travel to the Whiteknights campus (Reading) to attend meetings and training.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 21.11.2017

PERSON SPECIFICATION

Job Title	School/Department
Content Editor	Henley Business School/Learning Resources

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> Excellent written and verbal communication skills with the ability to tailor content to different audiences and media. As well as excellent command of the English language in terms of grammar, style and tone of voice. Excellent copy-editing and proofreading skills. Ability to work with technical content and complex material from a range of subject areas. Excellent team-working and interpersonal skills to build and sustain positive relationships with stakeholders. Strong organisational skills to manage a demanding workload. 	
Attainment	<ul style="list-style-type: none"> Educated to degree level or equivalent professional experience. 	
Knowledge	<ul style="list-style-type: none"> Office suite: advanced user of Word (including use of templates), user of PowerPoint, Publisher, Excel. Adobe Creative Cloud programmes: InDesign, Illustrator, Photoshop. Canvas virtual learning environment. Knowledge of editorial production processes. Basic knowledge of copyright law, licences and intellectual property rights. Understanding the importance of branding and tone of voice with written communications. Knowledge of accessibility requirements such as structuring material appropriately, creating ALT tags for figures, and creating closed captions and transcripts for video content. 	
Relevant Experience	<ul style="list-style-type: none"> Practical editorial experience Experience in following organisational style guides. Practical graphic design experience. 	<ul style="list-style-type: none"> Practical experience in using video recording equipment and editing video content
Disposition	<ul style="list-style-type: none"> Ability to work accurately to tight deadlines. 	

	<ul style="list-style-type: none"> • A strong focus on delivering excellent customer service. • Self-motivated with the initiative to make progress without close supervision. • Willingness to learn and develop to acquire both soft and hard skills. • Good team player, keen to share knowledge and skills while working with colleagues to achieve team goals. 	
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Completed by: Kath Pilgrem	Date: 15.01.2021
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