

JOB DESCRIPTION

Position:	Sub-Editor, The Chemical Engineer	Line Manager:	Editor, The Chemical Engineer
Department:	Publications	Location:	Rugby, UK
Job Grade:	C	Date:	23 May 2023
Role Purpose:			
Responsible for sub-editing The Chemical Engineer magazine and www.thechemicalengineer.com checking and, if necessary, rewriting all features and news copy to ensure all material is written in engaging, clear English, complies with house style, is of the correct length, and is appropriate for the Institution's audience.			
Key Responsibilities and Accountabilities:			
<p>Checks, edits, and where necessary rewrites, all copy for The Chemical Engineer magazine and www.thechemicalengineer.com and ensures that all copy is written in engaging, clear English, is free from typographical and factual errors, complies with house style, is of the correct length, and is appropriate for the Institution's global audience.</p> <p>Monitors workflow and liaises with journalist team, external contributors, advertising agent to ensure receipt and editing of all material to set schedule.</p> <p>Suggesting ideas for images as required and working closely with Production Lead during page layout process. This includes checking, trimming and making minor adjustments to laid-out pages in InDesign.</p> <p>Responsible for house style. Reviews and updates style rules in conjunction with editorial team.</p> <p>Responsible for various post-print deadline editorial tasks including liaising with authors to share published content; supporting the production of online version of the printed issue; creating and scheduling social media posts for magazine content.</p> <p>Responsible for the creation of email newsletters produced by the Publication team</p> <p>Responsible for ensuring work is completed in line with the Institution's quality management processes.</p> <p>Responsible for updating the department risk register.</p>			

Input to IChemE corporate style guide. Ad-hoc subbing/proofing work with other departments on projects as required.

In addition to duties and responsibilities listed above, the employee may be required to perform other duties assigned by their line manager from time to time.

IChemE is an international membership organisation and activities often take place outside of normal working hours. The job holder must be willing to attend and participate in such activities and associated travel. Additionally, the job holder will be required to liaise with colleagues located in different time zones on an ad hoc basis to meet the needs of the business.

This role has no line management or budget responsibility.

Person Specification:

Education / Qualifications:

Essential

- Degree-level qualification or equivalent or eight years work experience

Desirable

- Relevant professional qualification (or studying towards)
- Scientific background

Knowledge and experience:

Essential

- Minimum of 5 years' experience working in journalism/editorial
- Excellent working knowledge of Adobe InDesign
- Good understanding of the print business and processes
- Ability to apply theoretical or specialist knowledge to a largely operational work activity
- Excellent level of IT literacy for all Microsoft Office applications
- Experience of working with external contributors

Desirable

- Experience of working with member volunteers

Specific skills and personal attributes:**Essential**

- The role of Sub-editor requires someone with an excellent command of the English language, a strong eye for detail, a creative streak, good people skills, first-rate time-management and project-management skills
- Aptitude for writing and editing text
- Strong attention to detail, with an excellent level of accuracy
- Creative
- Good communicator
- Responds promptly and effectively to changes in priorities and deadlines
- Able to plan and prioritise own workloads as well as provide support to junior team members
- Is confident and assertive with other colleagues and team members
- Demonstrates a thorough knowledge of the job and own subject area and can provide technical advice and information to colleagues and stakeholders
- Can explain technical / specialist matters in a way that the non-specialist can readily understand
- Ensures equal opportunities and fairness for all staff so that no member of the team is unfairly discriminated against
- Plans ahead, sets realistic timetables, allowing time for dealing with unforeseen problems
- Manages stakeholder expectations by explaining what is and is not possible
- Is aware of the business plan, identifies potential problems and develops practical options
- Is reliable and remains calm under pressure
- Identifies the key elements of a problem and proactively seeks solutions
- Consults others to assess the potential impact of decisions on other areas
- Influences other staff members by example, takes a positive approach

Desirable

- Looks for ways of improving on current procedures and working practices
- Looks for further ways in which IT can help do the job more effectively

The person specification is not intended to exclude individuals where experience, knowledge and skills are different from those outlined but rather to provide management and job holders with an indication of the expected level of calibre and competence required for successful performance of the role.

Work Pattern and any other specifics:

Full Time
37.5 Hours per week (Monday – Friday)

Reviewed By:

Adam Duckett
Tracy McGibney

Date:

23 May 2023