**RCNi – Nursing Standard**

**Role description**

**Title:** Senior Clinical Editor

**Department:** Editorial

**Reporting to:** Evidence & Practice Editor

**Hours:** As per contract

**Grade:** 3

**Location** RCN HQ, Cavendish Square

(initially the role will require home-working as a COVID-19 organisation measure – to be part of an ongoing review)

*RCNi supports the work-life balance of our staff through our SMART Working policy outlining our approach to agile and flexible working*

**Overall aims**

**1. Edit clinical articles, continuing professional development (CPD) materials, clinical resources and related content.**

**2. Develop and maintain knowledge of issues in nursing.**

**3. Promote RCNi and Nursing Standard content through social media and similar platforms.**

**4. Liaise with staff across other departments.**

**5. Stand in for the Evidence & Practice Editor when required.**

**Specific aims**

**1. Edit clinical articles, continuing professional development (CPD) materials, clinical resources and related content.**

* Edit clinical articles, CPD materials and related content under the direction of the Evidence & Practice Editor.
* Take responsibility for knowing the RCNi house style and edit content accordingly.
* Maintain up-to-date knowledge of libel and copyright law, and best practice with regard to plagiarism, and apply this in practice.
* Research sources of information to ensure that clinical articles, CPD materials, clinical resources and related content are accurate and up to date.
* Ensure that references are appropriate and checked for accuracy.
* Liaise with authors throughout the production and proof reading process, and resolve issues in collaboration with authors, the Evidence & Practice Editor and the Specialist Journal Editors, as appropriate.
* Maintain quality standards across RCNi peer-reviewed content through regular review of editorial processes and codes of practice in collaboration with the Evidence & Practice Editor, Specialist Journal Editors and Production.
* Undertake 360-degree feedback relating to editorial processes, and quality of peer-reviewed content submitted and edited in collaboration with the Evidence & Practice Editor, Specialist Journal Editors, Freelance editors and clinical editing team.

**2. Develop and maintain knowledge of issues in nursing.**

* Participate at meetings of the Evidence & Practice advisory panel.
* Maintain knowledge of professional developments that affect nursing.
* Develop contacts and ongoing relationships with relevant nurses and other stakeholders.
* Monitor competitor activity and discuss with the Evidence & Practice Editor.
* Maintain an awareness of analytics and discuss with authors, the Evidence & Practice Editor and the Specialist Journal Editors, as appropriate, how data analytics can be used to inform the editing of content ultimately enhancing its value and relevance and increasing audience engagement.

**3. Promote RCNi and Nursing Standard content through social media and similar platforms.**

* Develop a personal profile on Twitter and similar channels.
* Use social media to promote content from all RCNi products.

**4. Liaise with staff across other departments.**

* Participate in editorial planning meetings when required.
* Support editorial campaigns by contributing ideas.
* Work, under the direction of the Evidence & Practice Editor and in collaboration with the Production Department and Specialist Journal Editors to ensure that workflow and deadlines are monitored and met.

**5. Stand in for the Evidence & Practice Editor when required.**

* Provide cover for the Evidence & Practice Editor when required.
* Act as an ambassador for RCNi at all times.
* Work away from the office and stay away overnight as required.
* Act as a role model for other members of the Evidence & Practice team.
* Embrace and demonstrate RCNi’s values and core behaviours.
* Perform any other duties commensurate with this level of post as required by the Evidence & Practice Editor.
* RCNi is working towards equality of opportunity and staff are required to bear this in mind when carrying out their duties. It is also our policy to ensure that all staff are treated with respect, fairness and without discrimination at work.

Reviewed by Tanya Fernandes, Evidence & Practice Editor, August 2021