



JOB DESCRIPTION

EDITORIAL ASSISTANT

Location: London
Reports to: Support Team Manager
Grade: 2

What we do

We support pharmacists in their education and development, promote pharmacy in the media and government, and lead the way in medicines information across Great Britain and around the world.

Our values

At the core of our culture, our Values Focus, Agility, Quality, Collaboration and Respect describe the way we work to achieve our organisational goals.

We believe people don't need to be fixed to their desk to achieve great things, so we offer flexibility to our people in how they do their work wherever possible, to bring out the best in everyone and provide an inclusive working environment.

Leadership in pharmacy

We define best practice for pharmacy professionals and help them achieve this through professional development, career support and training. We are here to support professionals with the challenges of pharmacy practice, and advocate for the role of pharmacy by setting professional and ethical standards, producing policy papers and responding to consultations with government and industry.

Publishing

We're the world leaders in evidence-based pharmaceutical publications and guidance. Pharmacists and other healthcare professionals trust us to provide expert analysis, educational support, webinars and news that informs, supports and enhances their practice. We independently source, evaluate, and communicate and make practical medicines knowledge accessible worldwide.

Our governance and leadership

Our Assembly provides overall governance and strategic direction for RPS. Our three National Pharmacy Boards provide advocacy, support and strategic leadership for pharmacy practice and developments within England, Scotland and Wales. The Pharmaceutical Press (PhP) Board advises the Assembly on the direction and approach of Publishing, while our Executive Team look after every aspect of our operations.

Central Services

We support the organisation to achieve its goals by providing people, technology, facilities and financial services.



JOB PURPOSE

To assist and support the editorial team by providing quality assurance for outputs of the content, by processing of post-content creation tests and data generation, and by supporting the editorial procedures that occur in the wider editorial team.

MAIN ACCOUNTABILITIES

1. To undertake routine checking procedures involved in production of publications, including proof reading and other tasks relevant to the quality assurance of the publication outputs.
2. To undertake, as directed, the processes involved in the creation and compilation of publications after content creation.
3. To undertake the collection and assembly of data to support content creation.
4. Process correspondence and when appropriate, respond to correspondence with relevant stakeholders.
5. Assist in the timely delivery of content by contributing to the content creation process, where appropriate.
6. Provide general administrative support for the whole team.

This list is a summary of the main accountabilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.

SUCCESS MEASURES

- Meeting deadlines or renegotiating deadlines if necessary (but demonstrating an understanding of the limitations of rescheduling)
- Thorough, accurate and timely processing of information
- Well planned and managed contribution to projects
- Timely response to external communication
- Effective working relationships both with colleagues and external partners

KNOWLEDGE & SKILLS FOR THIS JOB

- A further education qualification in physical or life sciences, or other appropriate qualification
- Meticulous eye for detail and the ability to work accurately under pressure
- Experience in the use of computers and searching of scientific databases and data collection
- High efficiency working within a team and individually
- Ability to work to tight deadlines and to organise own workload
- Experience of HTML and/or XML desirable