

Career Opportunity

Job Title: Content Developer – Fixed-term Contract 6 months

Vacancy Ref: 12/017

Grade: Operational Delivery

Salary Range: TBC

Dept: National Content

Location: Chiswick, UK

Job Purpose:

To manage and publish the national formal content to the appropriate level of quality, balancing time and cost.

Key Result / Areas:

To focus on the projects allocated and ensure the meeting of delivery:

- Plan and prioritise workload to ensure delivery of content to schedule
- Ensure effective forecasting of content and recommend/carry out actions to ensure delivery
- Monitor progress/milestones/targets and progress chase as appropriate
- As appropriate carry out gap analysis of content and expert/committee panels
- Proactively manage author(s)/panel/committee through the drafting and delivery process
- Advise author(s)/panel/committee on editing and drafting rules appropriate for the national standards
- Manage the drafting and approval process to reach appropriate level of consensus
- Project edit draft for language, structure, consistency and conformity to rules
- Resolve editing comments and public comment with author(s) and achieve committee approval
- Production edit document and liaise with Production ensure timely publication

To understand the requirements of the internal and external customer base for the work programme and communicate effectively with:

- Author(s)/panel/committee
-



bsigroup.com/careers

-
- Members of the Acceptance Team
 - UK Co-ordination and Marketing
 - Design Services
 - Production

To manage projects and work portfolio effectively:

- Manage workload while delivering to time and cost constraints
 - Ensure the delivery of national High Revenue Earners (HREs) to schedule and to budget
-

Key Performance Indicators

Financial Measures:

- Delivery to forecast
- Contribute to annual forecasts/re-forecasts

Non-Financial Measures:

- Delivery to timescales and quality measures
- Management of workload
- Effective interaction across departments
- Effective internal and external customer liaison

Knowledge / Skills / Abilities

- Strong editorial and publishing skills
- Thorough knowledge of drafting/editing rules
- Attention to detail
- Strong communication and project management skills
- Strong interpersonal/influencing skills
- Good presentation skills – verbal, written and formal
- Resourceful and solution seeking
- Proactive and flexible approach to meet the business needs
- Results oriented
- Good IT skills



bsigroup.com/careers

Contact:

Please forward CV with brief covering letter to: sharon.sinatra@bsigroup.com

If an internal candidate, please advise your manager of your interest in this opportunity.

NO AGENCIES – We regret we are unable to accept applications via employment agencies.

If an internal candidate, please advise your manager of your interest in this opportunity.

Display Until

16 February 2012



bsigroup.com/careers

raising standards worldwide™

