

Career Opportunity

Job Title:	Content Developer
Vacancy Ref:	12/040
Grade:	Operational Delivery
Salary Range:	Circa £30K
Dept:	Operations – 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
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- 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
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Candidate Spec:

- 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
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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.

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Display Until

6 April 2012



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