

Career Opportunity

Job Title:	Senior Content Developer (Fixed-Term – 6 months)
Vacancy Ref:	12/016
Grade:	Operational Delivery
Salary Range:	Up to £35,770
Dept:	Operations – National Content
Location:	Chiswick, UK

Job Purpose:

To line manage a team of Content Developers within National Formal and to manage and publish the national formal content (national standards) to the appropriate level of quality, balancing time and cost.

Key Result / Areas:

Team management

To line manage a team of Content Developers:

- Coach and develop team members to ensure effective team working, managing and training new team members
- Manage performance of staff, create development plans and monitor performance through regular reviews (monthly workload reviews, annual reviews)
- Ensure that the team continues to deliver the changing needs of the business

Developing and Delivering Content

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

- Plan and prioritize 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
 - 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 carry out final corrections at proof stage
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- Liaise with Production department during final stages of projects to ensure timely publication

Communication and Customer Focus

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

- Author(s)/panel/committee
- Acceptance Teams
- UK Co-ordination PMs
- Marketing
- Drawing Office
- Production department

Resource Management

To manage people, projects and work portfolio effectively:

- Drive new ways of working and identify areas for improvement to increase efficiency and effectiveness
 - Manage workload while delivering to time and cost constraints
 - Ensure the delivery of national HREs to schedule and to budget
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Candidate Spec:

- Experience of managing and developing staff
 - Results oriented
 - Resourceful and solution seeking
 - Proactive and flexible approach to meet the business needs
 - Strong editorial and publishing skills
 - Strong project management skills
 - Strong communication skills
 - Strong interpersonal/influencing skills
 - Attention to detail
 - Good presentation skills – verbal, written and formal
 - Thorough knowledge of drafting/editing rules
 - Clear understanding of BSI's goals, both long and short term
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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

16 February 2012



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